



Ohio Administrative Code Rule 5101:4-7-01.1 Inter-county transfer.

Effective: February 1, 2021

This rule describes the procedures that a county agency must follow when it discovers that the county of residence for a supplemental nutrition assistance program (SNAP) assistance group has changed during the certification period.

(A) What is the transfer procedure when an assistance group reports a change in their county of residence?

(1) When the information is reported to the county agency that serves the county where the assistance group is currently participating, within twenty-four hours the county agency shall:

(a) Document the change within the case record and the date the change became known;

(b) Notify the county agency that serves the county in which the resident has moved to of the assistance group's change in residence and any additional information reported by the assistance group; and

(c) Transfer the case within the statewide automated eligibility system to the county agency that serves the county in which the resident has moved and follow the procedures outlined in paragraph (C)(2) of this rule.

(2) When the information is reported to a county agency other than the one where the assistance group is currently participating, within twenty-four hours the county agency shall:

(a) Document the change within the case record and the date the change became known; and

(b) Notify the county agency where the assistance group is currently participating of the change in residence. Upon receiving the notification, the county agency where the assistance group is currently participating shall act in accordance with paragraph (A)(1) of this rule.



(B) What is the transfer procedure when a county agency obtains information that a SNAP assistance group has changed its county of residence, but the change cannot be readily verified?

(1) When the county agency that obtained the information is also where the assistance group is currently participating, the county agency shall verify the potential change in circumstance in accordance with paragraph (J)(5) of rule 5101:4-7-01 of the Administrative Code.

(2) When the county agency that obtained the information is not where the assistance group is currently participating, the county agency shall, within twenty-four hours of obtaining the information:

(a) Document the alleged change within the case record and the date the potential change became known; and

(b) Notify the county agency where the assistance group is currently participating of the potential change in residence. Upon receiving the notification, the county agency where the assistance group is currently participating shall verify the potential change in circumstance in accordance with paragraph (J)(5) of rule 5101:4-7-01 of the Administrative Code.

(C) What is the transfer procedure once a change in a SNAP assistance group's county of residence has been verified?

(1) Within twenty-four hours of verifying the information, the county agency that verified the change shall cause the case to be transferred to the new county of residence in the statewide automated eligibility system.

(2) When a case is transferred, the county agency where the assistance group is currently participating shall within twenty-four hours:

(a) Take all necessary steps within the statewide eligibility system to ensure that the case may be immediately acted upon by the receiving county agency;



- (b) Update the electronic document management system with the eligibility determination documentation or documents submitted by the assistance group that have not been acted upon;
 - (c) Transfer any hard-copy records to the new county as soon as possible but no later than five business days from the date the county agency becomes aware of the residence change;
 - (d) Notify the new residential county when a hard copy record is being transferred; and
 - (e) Note actions taken in the case record.
- (3) If potential changes in income, expenses, employment, or household composition as a result of the change in residence have not been verified, the county agency where the assistance group moved to shall verify the potential change in circumstance in accordance with paragraph (J)(5) of rule 5101:4-7-01 of the Administrative Code.