



Ohio Administrative Code

Rule 5101:4-7-01.1 Food assistance: Inter-county transfer.

Effective: April 1, 2026

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

- (A) What is the transfer procedure when an AG reports a change in their county of residence?
- (1) When the information is reported to the county agency that serves the county where the AG is currently participating, within twenty-four hours the county agency is to:
 - (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 AG's change in residence and any additional information reported by the AG; and
 - (c) Transfer the case within the Ohio benefits integrated 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 AG is currently participating, within twenty-four hours the county agency is to:
 - (a) Document the change within the case record and the date the change became known; and
 - (b) Notify the county agency where the AG is currently participating of the change in residence. Upon receiving the notification, the county agency where the AG is currently participating is to 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 AG 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 AG is currently participating, the county agency is to verify the potential change in circumstance in accordance with rule 5101:4-7-01 of the Administrative Code.
 - (2) When the county agency that obtained the information is not where the AG is currently participating, the county agency is to, within twenty-four hours of obtaining the information:



5101:4-7-01.1

2

- (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 AG is currently participating of the potential change in residence. Upon receiving the notification, the county agency where the AG is currently participating is to verify the potential change in circumstance in accordance with rule 5101:4-7-01 of the Administrative Code.
- (C) What is the transfer procedure once a change in a SNAP AG's county of residence has been verified?
- (1) Within twenty-four hours of verifying the information, the county agency that verified the change is to transfer the case to the new county of residence in the Ohio benefits integrated eligibility system.
 - (2) Within twenty-four hours of a case being transferred, the county agency where the AG is currently participating is to:
 - (a) Take all necessary steps within the Ohio benefits integrated 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 AG 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) The county agency where the AG moved to is to process changes in accordance with rule 5101:4-7-01 of the Administrative Code.