



EV Coalition Transfers

Monday, Oct. 8, 2018

1. If you have a coalition user account, please verify with your coalition admin that you have the **Coalition Transfer permission** set for your user account.
2. Verify that the address for the household is in your coalition services area. There may be instances where the enrollment/EV belongs to you but the household address was never updated in EFS Mod.
 - a. If the county is not correct then change the county to one of your counties.

Contact Information

Primary Address **Changed** History Edit

Volusia County

Primary Parent

Email:

Primary phone:

Secondary phone:

Family Portal Account

If the County is Incorrect then click the Edit button to Update. You only need to update the County. Just pick one of your counties.

3. Once you verify that the county is in your service area then change the SR household status to **pending update**.

Change Household Eligibility Status

Current Status

Active

New Status*

Inactive

Pending Update

Save Cancel

1 2 3

ty Verification Active EV_00

Counselor Change Household Status Case Notes A



- a. Be sure to instruct the family to update their address in the Family Portal. (especially the county)

Eligibility Verification Wizard

Household Address

Our records indicate the following primary address for your household.

Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 *

Address Line 2 (Apt, Suite, etc)

City *

County *

State *

Zip Code *

Proof of Residency *

Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency *

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.

Previous

- b. The family should see this message when they click the save button.

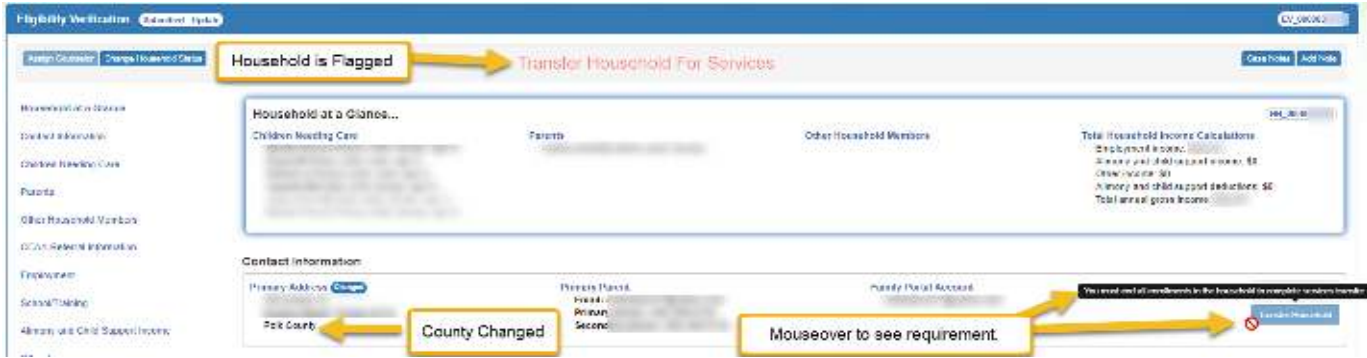
Coalition Transfer Warning

The county change will result in a transfer to a new coalition. Are you sure you want to change your address?

Yes No



- c. Once the family submits their EV you should be able to see the **Transfer Household** button in the Coalition Portal.



- d. You will be able to click the **Transfer Household** button if all enrollments have been terminated.
(*Please note that if you do **not** see the **Transfer Household** button then you may not have the **Coalition Transfer permission** set on your user account.)