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.

3. Once you verify that the county is in your service area then change the SR household status to **pending update**.
a. Be sure to instruct the family to update their address in the Family Portal. (especially the county)

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