

Moving between counties

4.24

Moving from your county

A family that moves from your county to a new county must notify you within 10 days after the move. Your county remains responsible for child care funding for the Unitary Residency period of two full calendar months after the move. If the family moves on or after the first day of the month, the two full calendar month period begins the first of the following month.

If after an initial reported move, the family moves again to a new county during the two-month Unitary Residency period, the first county is also responsible for the second two-month Unitary Residency period.

If the family is on MFIP or DWP, your county remains financially responsible while still responsible for the employment services plan. Your county and the new county may transfer the responsibility before the end of the Unitary Residency period if you are both in agreement.

Closed cases that reapply within 30 days

If a case has closed and the family reapplies within 30 days, the case remains the responsibility of the county from which the family moved until they have lived in the new county for two full calendar months. A request to send the physical file should be made to the previous county.

See [Inter Agency Case Transfer Form \(DHS-3195\) \(PDF\)](#) for a sample status transfer form. For transferring county information, see [MEC² User Manual, Physical Transfer of a CCAP File](#) in the Case Transfer procedures section

Moving to your county**MFIP/DWP families**

When a MFIP or DWP family moves to another county and the new county accepts responsibility for the family's Employment Plan, the new county is also responsible for providing child care assistance on the date that the county accepted responsibility for the Employment Plan.

BSF families

When a Basic Sliding Fee (BSF) family moves to another county, whether the family continues to receive BSF in the new county depends on if the new county has BSF funds available.

- If the new county has funds available, the family should be served under BSF.
- If the new county does not have funds available, the family should be served under Portability Pool.

In either situation, the original county remains financially responsible for the family's BSF child care for the Unitary Residency period of two full calendar months. The original county should request address or residency verification but should not take any negative action if verification is not received. The new county must have address or residency verification prior to issuing a Service Authorization and if verification is not received, the case would be suspended.

BSF funds not available in new county

When BSF funds are not available in the new county, serve the family under Portability Pool funding until BSF funds are available. See Chapter 4.3.12.15 ([BSF Portability Pool](#)).

If the family was not receiving child care assistance but was on the BSF waiting list in the previous county, do not serve the family under Portability Pool funding. Treat the family as a new applicant in your county.

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Transition Year families

When a Transition Year (TY) family moves to a new county their transition year continues for the remainder of their 12-month TY period.

Legal authority

Minnesota Statutes 142E.03

Minnesota Statutes 142E.04

Minnesota Statutes 142E.12

Minnesota Rule 3400.0020

Minnesota Rule 3400.0040

Minnesota Rule 3400.0060

Minnesota Rule 3400.0080