

FILE #: _____

Recovery for Ike Survivors Enterprise (RISE) Client-Requested Transfer Form

Note: In order for a case to be transferred, the current RISE agency must have an original client signature on this form. Once the signature is obtained, the current RISE agency can then fax this completed form to the new agency. Once the fax has been submitted, **complete the CAN transfer process.**

Client Name: _____ Date of Transfer Request: ____/____/____
Current RISE Agency: _____ Case Manager: _____
New Agency: _____ Case Manager: _____
Client CAN ID #: _____ Pre-Disaster Address: _____

To be completed by the Client:

I understand that I may request a change of service providers at any time; therefore, I, _____,
(Name of Head of Household)
request a transfer from the _____ agency;
(Current RISE Agency)
to the _____ agency, to receive disaster case management services.
(New Agency)

To be completed by the Current RISE Case Manager:

In order to complete the transferring process for this client as the Current RISE agency, I confirm that all of the following items are accurate:

- The new agency is a RISE case management provider agency or other qualified provider of disaster case management;
- I have been in communication with the new case manager. He/She has confirmed that the case is being accepted;
- I am sending a copy of the client's records to the new case management agency;
- I have followed CAN procedures for transferring a client's case by selecting the "Accept" or "Deny" check box under the Case Management Tab and have marked "case transferred" on the "Case Closure/Summary Form."

To be completed by the New Case Manager:

In order to complete the transferring process for this client as the new agency, I confirm that all of the following items are accurate:

- I have been in communication with the Current RISE case manager. He/She has confirmed that the case has been transferred out;
- I have received a copy of the client's records from the Current RISE case management agency;
- I have followed CAN procedures for transferring a client's case by requesting the transfer of this case under the Case Management Tab and selecting the "Assign To" link.

By signing below, we agree that this client's case management services are being transferred to the new agency named above; the new agency has been in communication with the current RISE case management agency; and collaboratively agree that this "transfer" would best meet the needs of the client.

Signature of Client	Date
Printed Name of current RISE Case Manager	
Signature of current RISE Case Manager	Date
Printed Name of current RISE CM Supervisor	
Signature of current RISE CM Supervisor	Date