

## **TANF Policy 30 – Transferring Versus Dis-Enrolling in Assist Worker Web**

### Purpose

The purpose of this policy is to ensure contractors understand the Transfer function and Dis-enroll function in Worker Web.

When the contractor is transferring a client to another contractor, the contractor should use the Transfer function. There is no need for the contractor to utilize the Dis-enroll function. The system will automatically dis-enroll after the Transfer function has been completed

The dis-enroll function should be used when:

- When the client has completed the program and is not being transferred to another vendor. Dis-enrolling the client ensures the client is no longer captured as an active in the vendors manage participants.
- When the vendor is requesting a sanction.