



**Instructions:** Complete this form for families who are moving to another Virginia locality and have CSA-funded services they wish to transfer. Please note that the 30 days of payment will only cover currently authorized services within the approved start and end dates.

<b>Today's Date:</b>		<b>Harmony/CSA ID#:</b>		<b>CANVAS#:</b>	
<b>Youth Name:</b> <i>Preferred Name (optional):</i>			<i>Preferred Pronouns (optional):</i>		<b>Youth Date of Birth:</b>
<b>Parent/Guardian Name:</b>				<b>Phone:</b>	
<b>New Address:</b>					
<b>County:</b>					
<b>Move Date:</b>					
<b>Case Manager Name:</b>				<b>Agency:</b>	
<b>Phone:</b>				<b>Email:</b>	

Current CSA-Funded Services			
Type of Service	Provider	Provider Email	Provider Contact Person

**Send to CSA via email [DFSCSA@fairfaxcounty.gov](mailto:DFSCSA@fairfaxcounty.gov).**

**CSA Case Manager's Next Steps - Once you receive the transfer letter from the CSA office:**

- 1. Close the Case to CSA:**
  - a. Complete and submit [Case Status Change form](#) to CSA.
  - b. Complete and Submit discharge CANS via [CANVAS](#) (if you need access to CANVAS please submit [Request for CANVAS Account](#) form and a copy of your CANS certificate to CSA).
- 2. Notify Finance to close the Purchase Order(s):**
  - a. Submit [Encumbrance](#) form **using end date in the transfer letter** to terminate purchase orders (you will receive the letter from CSA after submitting the County to County transfer). **Fax to CSA Finance 703-653-7013.**