1. Purpose of the form
   Contracting agencies use this form to inform state SSBG staff of changes in client's status.

2. When it is used
   Any time a case opens or closes

3. Who completes the form
   Contracting Agency Staff

4. An explanation of what goes into any field that is not clearly self-explanatory or any additional information needed to process this form (e.g. routing, processing etc.)
   n/a

5. Who needs the original and where should it be filed
   SSBG Program Staff

6. Who needs a copy and where should it be filed
   Shared Drive

7. Length of time the form must be maintained after the service is rendered/case closed
   6 Years – RDA 11155