



Job Aid: Common Assessment

Transfer Requests for SA Initiated Common Assessments



All Transfer requests **MUST** go through the WREN. Service providers are **NOT** to action these requests themselves.

What is a Transfer Request?

Transfer Requests refer to In-Progress Social Assistance (SA) Common Assessments that have been initiated by an Ontario Works (OW) or Ontario Disability Support Program (ODSP) Caseworker but have not been referred to Employment Ontario (EO).

How to Identify these types of Common Assessments?

A new feature was recently added to the Common Assessment Tool (CAT) and these types of referrals can be identified by a blue “Transfer” icon.

First name	Last name	Birth date	CA #	Date referred	CA status	Referral status	Caseworker	CAMS #	SAMS #	Action
Michael	Scott	13-MAR-1956	CA1111733		In progress					Transfer

How to request a Transfer?

Transfer requests should be sent to WRENintake@citywindsor.ca by using the following email template:

Email Template
<p>Subject: SA Transfer Request Please transfer the following SA CA to SP Name.</p> <p>Client Last Name: CA Ref#: Assign to Caseworker: Additional Notes:</p>

Note: *Only in circumstances where a transfer request is deemed immediate (i.e., during an intake appointment), should Service Providers contact the WREN Intake by phone.*