

3.04 Transfers

PURPOSE: Ensures uninterrupted WIC benefits for transferring clients for the duration of the certification period, from one area of the state or country to another, without the need to rescreen or recertify the client.

A. POLICY

1. Transfers who present a current Verification of Certification (VOC) or other valid WIC certification information shall receive benefits (food package, referrals, nutrition education) for the remainder of their period of eligibility without having to be screened for certification. This policy applies whether the client is from Michigan, another state, or the WIC Overseas Program.
2. For clients transferring from other states who do not have a current VOC, please contact the state the client is transferring from by using the listing provided at this address: <http://www.fns.usda.gov/wic/wic-contacts>.
3. VOCs that are not entirely completed shall be accepted by the receiving local agency as long as the documentation contains the following:
 - a. Client name(s)
 - b. Date the client was certified
 - c. Date the current certification period expires

NOTE: If the above information is missing, attempt to obtain this information from the original certifying agency. If the original certifying agency cannot be contacted, the transferring client shall be treated as a new applicant and given an appointment or placed on the waiting list.

4. Local Agencies who receive a request for client certification information from another WIC or WIC Overseas agency shall verify the program information (call or fax response) and provide the requested client certification information. A signed client release is not required to provide certification information to another WIC/WIC Overseas agency.
5. Transferring individuals within a valid certification period, regardless of priority ranking, must be offered an appointment within 20 calendar days or as early as possible, so as not to interrupt program benefits. At the end of the certification period, the client will be ranked according to status and priority (see Policies 3.01 Processing Timeframes and Scheduling Appointments and 3.02 Waiting List Maintenance).
6. If a VOC is presented to a receiving agency and the certification will expire within the next 30 days, the receiving agency may conduct recertification for the convenience of the client.
7. If the transferring client reports a change of income within the last 90 days of the certification period, the receiving agency is not required to do a mid-certification income reassessment, and the client may receive the remainder of benefits for that certification period.
8. Individuals transferring from out of state into a local agency must provide proof of residency and proof of identity. (See Policies 2.02 Residency and 2.03 Identity.)

9. For both in-state and out of state transfers, the local agency shall collect the transferring client's VOC, destroy it and issue a new Michigan WIC VOC.
10. If the transferring client has valid Michigan WIC food benefits, the local agency shall not void current Michigan WIC food benefits and re-issue unless a food package change is required.
11. Out of State or WIC Overseas Transfer:
 - a. Transferring clients must surrender to the receiving WIC agency any unused food instruments or Electronic Benefits Transfer (EBT) card from the certifying agency in their possession. The receiving local agency must collect and destroy any unused food instruments or EBT cards from the certifying agency, if applicable.
 - b. Issue Michigan WIC benefits. Provide education on Michigan's benefit delivery system. (See Policy 8.06 Client Education on Using Food Benefits)
 - c. If out-of-state/WIC Overseas Program proof of certification for an infant, child or breastfeeding woman reflects a shorter certification period than that authorized in Michigan, the certification period shall be lengthened to the infant's first birthday or, for children, one year from the date the client was certified.
 - d. Transferring clients shall be incorporated into the regular nutrition education and other follow-up appointment scheduling of the receiving agency for the remainder of their certification period.
12. Food package needs for each client shall be assessed/assigned by the CPA upon transfer. Medical Documentation forms/approval (from any WIC jurisdiction) will be honored for transferring clients for a maximum of 6 months from the prescription date.
13. This transfer policy applies regardless of the length of time the individual plans on living in the area. (See Policy 2.02 Residency)
14. When local agencies are notified by a client or another WIC Program that the client has already transferred from Michigan to another state or WIC Overseas Program, the local agency shall immediately: a) terminate the client, b) void current benefits, and c) stop access to the WIC EBT card, unless there are other family members currently active in the Michigan WIC Program who are not transferring.
15. In cases when the State agency is notified by a client or another WIC Program that the client has already transferred from Michigan to another state or WIC Overseas Program, the State agency shall provide a VOC to the receiving agency, if needed. The State agency will immediately contact the local agency to notify them of the transfer and inform them to terminate the client, void current benefits, and stop access to the WIC EBT card, unless there are other family members active in the Michigan WIC Program who did not transfer.
16. Transfer from Michigan to WIC Overseas Program:
 - a. Issue completed VOC's to clients who are transferring overseas.

- b. WIC clients issued VOC cards when they transfer overseas shall be instructed that:
 - i. There is no guarantee that the WIC Overseas Program will be operational at the overseas site where they will be transferred.
 - ii. By law only certain individuals are eligible for the WIC Overseas Program.
 - iii. Issuance of a WIC VOC card does not guarantee continued eligibility and participation in the WIC Overseas Program.
 - iv. Information about the WIC Overseas Program may be accessed on the TRICARE website at <http://www.tricare.mil/wic/>.

- c. For WIC Overseas/Department of Defense Program clients, Verification of Certification can be obtained by contacting the WIC Overseas Program Manager with the client's site name.

<p>(877) 267-3728 or (210) 341-3336</p> <p>Select Option 7 for WIC Overseas</p>	<p>WIC Overseas Program 2161 NW Military Highway, Suite 308 San Antonio, TX 78213</p>
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Reference:

WIC Federal Regulations 7 CFR 246.7 (k)
USDA WIC Policy Memorandum #2001-4
U.S. Code Title 10 (WIC Overseas), 2000
USDA: Guidance for Providing Quality WIC Nutrition Services During Extended Certification Periods (8/29/11)
USDA WIC Policy Memorandum #2016-4

Cross References:

- 2.02 Residency
- 2.03 Identity
- 2.19 Verification of Certification
- 3.01 Processing Timeframes and Scheduling Appointments
- 3.02 Waiting List Maintenance
- 8.06 Client Education on Using Food Benefits