

## Division of Community Nutrition

<i>Subject:</i> <b>WIC Out-of-State Transfer Document Issuance</b>		<i>Policy:</i> <b>CRT 13.0</b>
<i>Reference:</i> <b>N / A</b>	<i>Effective:</i> <b>May 1, 2016</b>	<i>Supersedes:</i> <b>July 15, 2015</b>

### **I. Policy:**

Local agencies shall issue a WIC Transfer Verification of Certification (VOC) to all participants who move or plan to move during the certification period.

### **II. Procedure(s):**

#### **A. Local agencies shall:**

- 1) Ask participants at certification and subsequent certification visits if they plan to move during the certification period
- 2) Issue a WIC Transfer VOC to all participants who move or plan to move during the certification period.
- 3) Instruct participants receiving a WIC Transfer VOC on its use and encourage them to continue to participate in the program

B. If a participant has already moved, and the receiving agency in another state requests a WIC Transfer VOC, the Virginia local agency shall fax or email the WIC Transfer VOC to the receiving out-of-state agency.

C. If a WIC Transfer VOC is requested by the participant after they have moved, then the local agency shall mail the WIC Transfer VOC by certified mail to the participant.

- 1) Scan the receipt in the participant's record

D. If a local agency receives the eWIC card sent by a receiving out-of-state agency, it shall deactivate the card and send to the SWO, where it will be destroyed. Additionally the local agency staff will ensure that the family record has been terminated using the transfer out of state function in Crossroads, if not already completed.