



Question/Comment

When doing an out of state transfer I think it would be nice for the required sections to be highlighted or in a different font or color or something so I know which ones I have to do to complete the transfer and which ones are optional.

Answer:

The Transfer From Out of State Program guide only needs the three screens indicated as Completed in order for the Complete Transfer In From Out of State link to become active.

Jane Doe		WIC Applicant
11612265	Gender Female	Client not Certified
DOB 04/16/1992, 22 Years		
Transfer From Out of State Program		Notices
Jane		Jane

Transfer from Out of State for Jane Doe.

You have started recording VOC information for Jane Doe.
To complete the certification, click on and complete each task labeled 'Needed' in the list below.

✓ Race and Ethnicity	Completed
✓ Dual Participation Test	Completed 07/14/2014
Proof of Residency	Needed
Proof of ID	Needed
Anthropometric Measurement	Needed
Blood Measurement	Needed
✓ Health Interview	Completed 07/14/2014
Assess Risk Factors	Needed
Nutrition Education	Needed
Referrals	Needed
Voter Registration	Needed
Complete Transfer In From Out of State	Needed

While these are the only 3 required screens in KWIC needed to complete the Transfer, policy states that staff must:

- Document Proof of Residency and ID - Follow normal policy if client does not bring in proof or proof does not exist [CRT 03.00.00 Certification Visit]
- Make appropriate referrals, including to WIC nurse or RD, and Community Resource List, if needed.
- Review Rights and Responsibilities and obtain signature.

Reminder: Do not select Zero Income when provided with a VOC.

