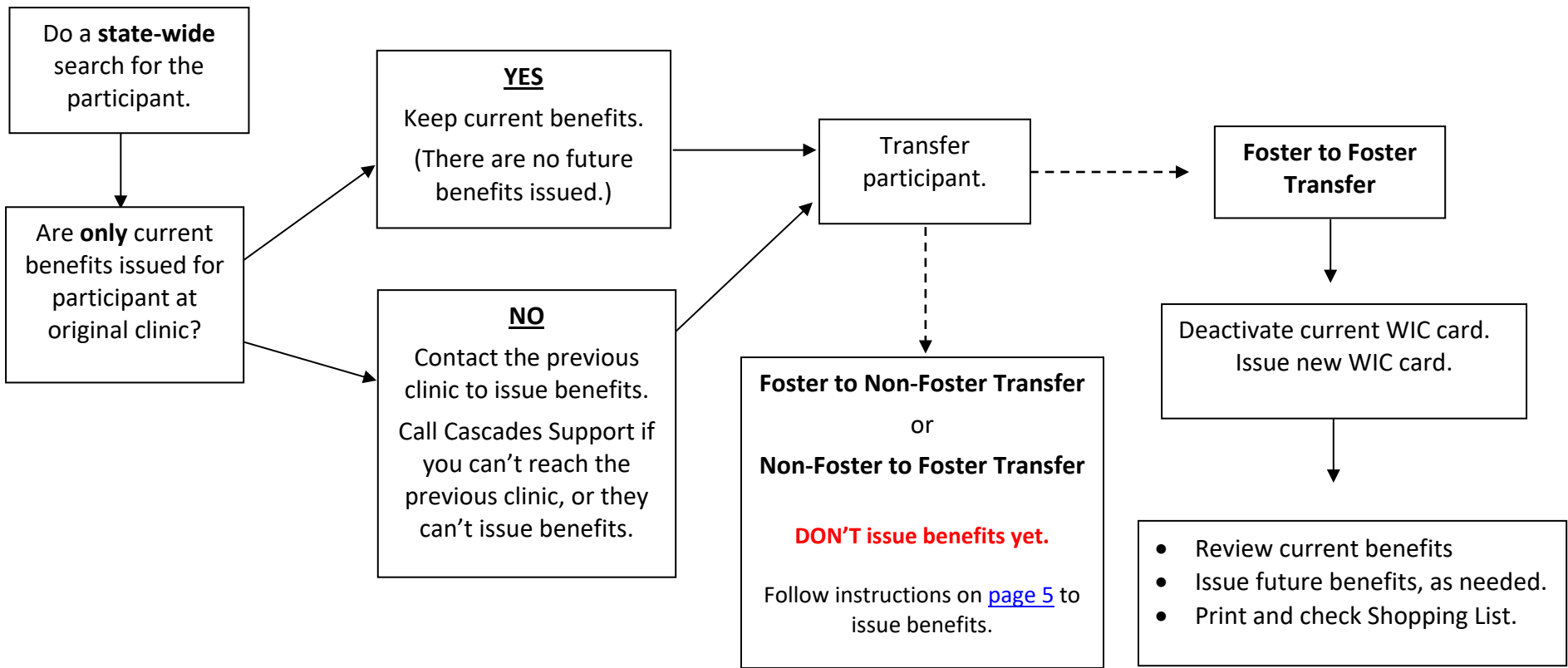
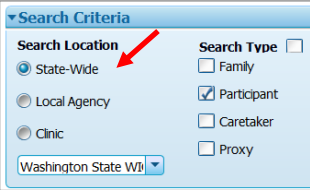
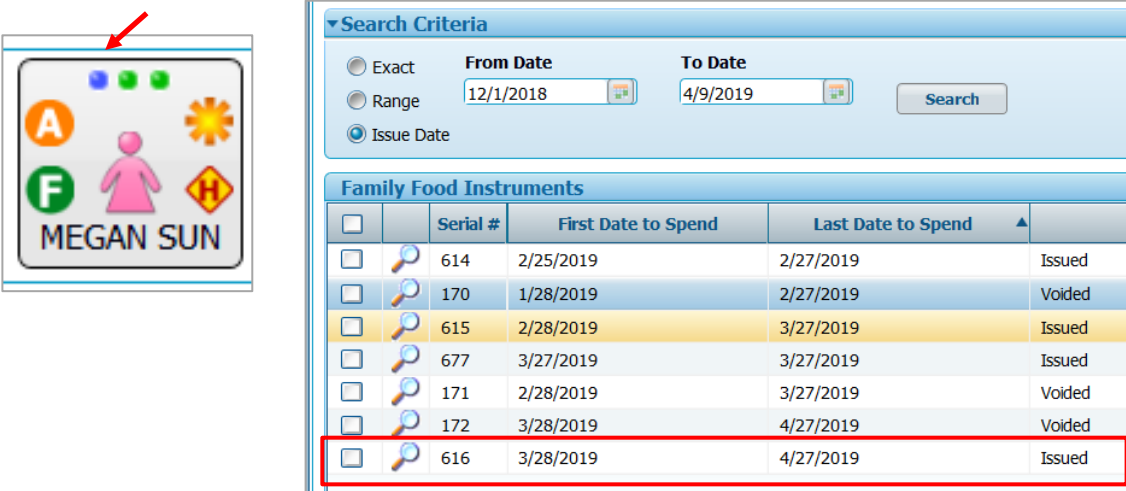
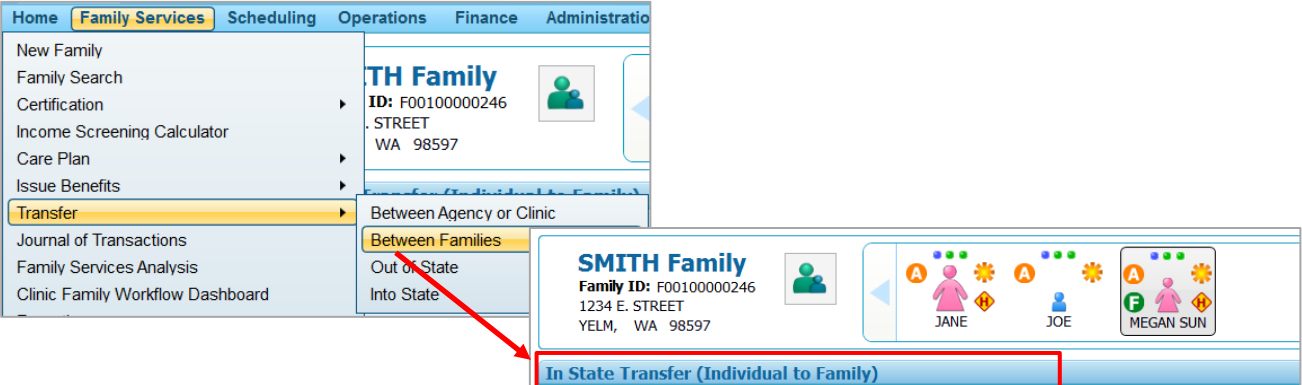


The receiving WIC clinic completes all steps, unless noted otherwise.



Steps	Cascades Screen																																								
<p><b>Step 1: Complete a state-wide search for the participant being transferred.</b></p> <p>Choose a <b>state-wide</b> search, so you don't accidentally create a duplicate record.</p>																																									
<p><b>Step 2: Open file and check for current issuance for the participant.</b></p> <p>To transfer, the participant must have the <b>current</b> month's benefits issued, and no future months issued.</p> <p>In the <b>Issue Benefits</b> Quick Link, choose <b>Food Instrument List</b>.</p> <ul style="list-style-type: none"> <li>• If <b>current benefits only</b>, go to <b>Step 3</b>.</li> <li>• If <b>no current benefits or there are future benefits issued</b>:             <ul style="list-style-type: none"> <li>○ Contact the previous clinic.</li> <li>○ Contact Cascades Support if the previous clinic isn't available. (1-800-841-1400, option 3, then option 2)</li> </ul> </li> </ul>	 <table border="1" data-bbox="1058 657 1858 974"> <thead> <tr> <th></th> <th>Serial #</th> <th>First Date to Spend</th> <th>Last Date to Spend</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>614</td> <td>2/25/2019</td> <td>2/27/2019</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>170</td> <td>1/28/2019</td> <td>2/27/2019</td> <td>Voided</td> </tr> <tr style="background-color: yellow;"> <td><input type="checkbox"/></td> <td>615</td> <td>2/28/2019</td> <td>3/27/2019</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>677</td> <td>3/27/2019</td> <td>3/27/2019</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>171</td> <td>2/28/2019</td> <td>3/27/2019</td> <td>Voided</td> </tr> <tr> <td><input type="checkbox"/></td> <td>172</td> <td>3/28/2019</td> <td>4/27/2019</td> <td>Voided</td> </tr> <tr style="border: 2px solid red;"> <td><input type="checkbox"/></td> <td>616</td> <td>3/28/2019</td> <td>4/27/2019</td> <td>Issued</td> </tr> </tbody> </table>		Serial #	First Date to Spend	Last Date to Spend		<input type="checkbox"/>	614	2/25/2019	2/27/2019	Issued	<input type="checkbox"/>	170	1/28/2019	2/27/2019	Voided	<input type="checkbox"/>	615	2/28/2019	3/27/2019	Issued	<input type="checkbox"/>	677	3/27/2019	3/27/2019	Issued	<input type="checkbox"/>	171	2/28/2019	3/27/2019	Voided	<input type="checkbox"/>	172	3/28/2019	4/27/2019	Voided	<input type="checkbox"/>	616	3/28/2019	4/27/2019	Issued
	Serial #	First Date to Spend	Last Date to Spend																																						
<input type="checkbox"/>	614	2/25/2019	2/27/2019	Issued																																					
<input type="checkbox"/>	170	1/28/2019	2/27/2019	Voided																																					
<input type="checkbox"/>	615	2/28/2019	3/27/2019	Issued																																					
<input type="checkbox"/>	677	3/27/2019	3/27/2019	Issued																																					
<input type="checkbox"/>	171	2/28/2019	3/27/2019	Voided																																					
<input type="checkbox"/>	172	3/28/2019	4/27/2019	Voided																																					
<input type="checkbox"/>	616	3/28/2019	4/27/2019	Issued																																					
<p><b>Step 3: Transfer the participant to your clinic.</b></p> <p>A. <b>Start the transfer process.</b></p> <ul style="list-style-type: none"> <li>• Select <b>Family Services</b>,</li> <li>• then <b>Transfer</b>,</li> <li>• then <b>Between Families</b> to get to the <b>In State Transfer</b> screen.</li> </ul>																																									

- B. **Check-mark** the participant you want to transfer.
- Be sure to transfer one person at a time.
- C. **Search** for the receiving family name in **your** clinic.
- Uncheck “Active Only” when searching for the receiving family.
- D. In the **Search Results** container, select the **correct receiving family name** to **highlight** it.
- If the receiving family is new, select the **New Family** button to create a new family file.
- E. Select the **Transfer** button.

**SMITH Family**  
Family ID: F00100000246  
1234 E. STREET  
YELM, WA 98597

**MEGAN SUN**  
Participant ID: WA0010000419  
Age: 4 years  
WIC Category: Child

**In State Transfer (Individual to Family)**

**Current Family Information**

Family ID: F00100000246  
Address: 1234 E. STREET, YELM, WA, 98597

Parent/Guardian: JANE SMITH

WIC Category	Name
<input type="checkbox"/> Breastfeeding	JANE SMITH
<input type="checkbox"/> Infant	JOE SMITH
<input checked="" type="checkbox"/> Child	MEGAN SUN

**Receiving Family Search**

Search Location:  State-Wide  
 Local Agency  
 Clinic

Search Type:  Family  
 Participant  
 Caretaker  
 Proxy

Family ID: [ ] Last Name: Sun First Name: [ ] M.I.: [ ] Telephone Number: [ ] Date of Birth: [ ] EBT Card Number: [ ]  Active Only

**Search Results** (Total Items: 7)

Family ID	Last Name	First Name	M.I.	Date of Birth
F00100000260	SUN	SHINE	G	2/2/2000
LF10764007	Sm	Jen	G	
LF10764114	Sm	Tif	L	10/7/1994
LF10764285	Smi	Han		2/2/1995

Buttons:

- F. A **pop-up** asks you to **confirm** the transfer.
- Select **After Transfer** to see what foods will transfer with the participant.
  - Select **OK**, if the information you see is correct.

**In State Individual to Family Transfer Confirmation**

Are you sure you want to make the following transfer?

**Current Family Information**

Family ID: F00100000246  
Address: 1234 E. STREET, YELM, WA, 98597  
Parent/Guardian: JANE SMITH

WIC Category	Name
Breastfeeding	JANE SMITH
Infant	JOE SMITH
Child	MEGAN SUN

**Individuals being transferred**  
MEGAN SUN

**Receiving Family Information**

Family ID: F00100000260  
Address: 623 CAIRNS LANE, OLYMPIA, WA, 98513  
Parent/Guardian: SHINE SUN

WIC Category	Name
Infant	RAY SUN
Infant	RAY SUN

Before Transfer  After Transfer

**Benefits to cover Change in Family Issuance Day 04/09 - 05/06**

Food Category	Food Subcategory	Quantity	UOM
Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Benefit	\$8.00	\$\$\$\$
Bread/Whole Grains	Whole Wheat Bread or Whole Grains	16	Ounce
Eggs	Eggs - all WIC	1	Dozen
Legumes	Peanut Butter/Beans All WIC	1	CTNR
Milk - Fat Reduced	Milk Reduced Fat or Nonfat All WIC	1.75	Gallon
Breakfast Cereal	Cereal All WIC - hot and cold	18	Ounce
Juice - 64 oz	Juice - All WIC - 64 oz	1	CTNR
Cheese or Tofu	Cheese - all WIC	1	Pound

Buttons:

G. A **Status Message** lets you know that the transfer was successful.

The original family will no longer have the participant in their family carousel.

If **more than one** participant in this family needs to be transferred, repeat the steps B – F.

When all transfers are completed select **Cancel** to exit this page.

**Foster to Foster transfer:**  
**See page 5 when the child changes foster status (foster to non-foster, or vice versa)**

- Deactivate the current WIC Card.
  - Select **Deactivate** on the **Active EBT Card** screen and choose **Replaced** for the **Deactivation Reason**
- Issue foster child a new WIC Card.  
 The foster parent calls the **WIC Card Line ( 1-844- 359-3104)** to **set the PIN** with the foster child’s DOB and the new family’s zip code.
- Issue benefits as appropriate.

Cardholder Name	Card Number	Issued Date	Action
MEGAN SUN	6058609300000086	2/12/2019 4:02:18 PM	Deactivate

**NOTE:** The foster child’s Family Issuance Day will automatically adjust to match the new family’s Family Issuance Day.



## Cascades Steps: Transfer Between Families



### Transfer when a child moves in or out of foster care:

When a child moves in or out of Foster care while transferring, **you can't issue future benefits yet.**

1. **Don't issue future benefits yet.**

- **VERY IMPORTANT - Don't change the foster care status** until **after** the child's current benefits have expired.
- Use the Exchange/Increase Formula or Replace Current Benefits screens when current benefits need to be changed.

2. Explain to the family WIC can't make changes to the foster status and WIC Card until the current food benefits expire. Share information about changes with the WIC Card and benefits for the next month.

a. **Foster child no longer is a foster child**

- Keep the child as a Foster child and have the new family use the child's separate WIC Card until the food benefits expire.
- Write a Family Alert with the date the benefits expire. Un-select the Foster Child check box on or after this date.
- After the benefits expire deactivate the foster child's WIC Card. Child's food benefits will now go into the family's account.

b. **Non-foster child becomes foster**

- Keep the child as non-foster, the child's benefits will go into the new family's account.
- Write a Family Alert with the date the benefits expire. Select the Foster Child check box on or after this date.
- After the benefits expire, issue a new WIC Card for the foster child. Food benefits now go into the foster child's account.

### A few things to note:

**The Shopping List will show the current benefit month as follows:**

- First Day to Spend (FDTS) = today (date of transfer)
- Last Day to Spend (LDTS) = the day prior to the Family Issuance Day of the receiving family.
- Cascades adds "gap benefits" for the transfer participant to the family's Electronic Benefit Account (EBA) and matches the new family's Family Issuance Day.
  - Check the Shopping List to assure the appropriate benefits transferred with the participant.

The family can register more than 1 WIC Card in the WICShopperApp.



## Cascades Steps: Transfer Between Families



### **WIC Card Line reads current WIC foods twice:**

- When participants call the WIC Card to check what WIC foods are available, the automated reader reads each WIC food item for Foster Child twice: Once with a zero amount, once with the correct amount.

### **The Shopping List will show the current benefit month as follows:**

- First Day to Spend (FDTS) = today (date of transfer)
- Last Day to Spend (LDTS) = the day prior to the Family Issuance Day of the receiving family.
- Cascades adds “gap benefits” for the transfer participant to the family’s Electronic Benefit Account (EBA) and matches the new family’s Family Issuance Day.
  - Check the Shopping List to assure the appropriate benefits transferred with the participant.

The family can register more than 1 WIC Card in the WICShopperApp.

### **WIC Card Line reads current WIC foods twice:**

- When participants call the WIC Card to check what WIC foods are available, the automated reader reads each WIC food item for Foster Child twice: Once with a zero amount, once with the correct amount.

This institution is an equal opportunity provider.  
Washington WIC does not discriminate.

For persons with disabilities, this document is available on request in other formats.  
To submit a request, please call 1-800-525-0127 (TDD/TTY call 711)

DOH 961-1171 December 2022

