



**SECTION:** Certification 652  
**SUBJECT:** **WIC Transfer Card and WIC Overseas Program**  
**DATE:** June 1, 2016 (*revised*)

**POLICY:** The local program shall issue a WIC transfer card to every participant who is likely to relocate outside of Oregon.

**PURPOSE:** To ensure that WIC participants who relocate outside of Oregon during a valid certification period have a means to verify program enrollment and continue program benefits for the duration of their certification without inconvenience or undue delay. To provide guidelines for accepting a valid WIC Overseas Program VOC card.

**RELEVANT REGULATIONS:** 7 CFR §246.7 ¶(k)(1)(3)(4)—Transfer of certification  
 7 CFR §246.7 ¶(d) (ix)—Income eligibility determination for instream migrant farmworkers  
 FNS Instructions, 803-11, Rev 1, December 1988 Revision, Verification of Certification Cards  
 ASM 01-39—Department of Defense Overseas Program  
 ASM 02-17 DHHS Regulations to Implement HIPPA and Applicability to WIC Program

**OREGON WIC PPM REFERENCES:** ♦425—Ordering State-Produced Materials  
 ♦450—Confidentiality  
 ♦475—Waiting List  
 ♦612—Income Eligibility: Adjunct or Automatic Income Eligibility  
 ♦653—Participant Transfers Into and Out of State  
 ♦654—Participant Transfers Within State  
 ♦657—Migrant Workers

**TWIST TRAINING MANUAL REFERENCES:** Chapter 3, Lesson 804, Transfers

**APPENDICES:** 652.6 Appendix A Sample of WIC transfer card  
 652.7 Appendix B Sample of DoD WIC Overseas Program Participant Profile Report/VOC card

**DEFINITIONS:** *Instream migrant* A migrant farmworker or family member who comes into a clinic service area with the harvest stream and leaves the clinic service area, often mid-certification, for employment in the harvest of other crops or to return to her/his home base.

*Migrant farmworker* An individual whose principal employment is in seasonal agriculture, who has been so employed in the last 24 months, and who establishes, because of that employment, a temporary abode.

## WIC Transfer Card and WIC Overseas Program, *cont.*

<b>(DEFINITIONS:)</b>	<i>Participant Profile Report /VOC Card</i>	The Department of Defense (DOD) WIC Overseas Program verification of certification (VOC) card which also serves as a participant profile report.
	<i>WIC Overseas Program</i>	An overseas program like WIC implemented by the Department of Defense using DoD funds for members and dependents of active duty military personnel, civilian employees and contractors of the DoD living overseas, who are eligible for WIC.
	<i>WIC transfer card</i>	A card verifying current eligibility which is issued to every participating member of a migrant farmworker family and to any WIC participant who is likely to move outside Oregon during their certification period. This is also sometimes called a verification of certification (VOC) card.
	<i>TWIST</i>	The Oregon WIC program's data system: The WIC Information System Tracker.

**BACKGROUND:** The requirement for WIC transfer cards was initially intended to ensure that WIC participants who were members of migrant farmworker families would be able to receive program benefits in a new location without inconvenience. The increasing number of transient and homeless persons who are eligible for WIC continues to make the WIC transfer card an essential aspect of program operations.

The Oregon WIC program automated data system (TWIST) allows local programs to identify WIC participation on a statewide basis. For this reason, it is not necessary for local programs to issue WIC transfer cards to participants who relocate **within** the state. See ♦654—Participant Transfers Within State for instructions on transferring participants within Oregon. Participants who move into or outside Oregon are not covered by this automated data system and still need the tangible WIC transfer card in order to ensure continued participation. See ♦653—Participant Transfers Into and Out of State for instructions on transferring participants into and out of the state of Oregon.

*WIC Overseas Program* In 2001, the Department of Defense began offering the WIC Overseas Program for eligible individuals who are members or dependents of active duty military personnel, civilian employees and contractors of DoD stationed overseas.

## PROCEDURE:

- When to issue WIC transfer card*
- 1.0 Local programs are required to issue WIC transfer cards to WIC participants in the following groups:
- Members of a migrant farmworker family.
  - Members of a homeless family.

## **WIC Transfer Card and WIC Overseas Program, *cont.***

### ***(When to issue WIC transfer card)***

- Any current participant who indicates at any time that they may move out of state during their current certification period.
- WIC participants affiliated with the military who will be transferred overseas.

### ***Completing a WIC transfer card***

- 2.0 An individual transfer card should be printed for each participant. Local program staff and the participant or the participant's parent/guardian must sign the transfer card. The WIC transfer card will automatically include all of the essential elements required for the card to be accepted as valid by the receiving WIC program. For more information on printing transfer cards, refer to the TWIST Training Manual, Chapter 3, Lesson 804--Transfers.

### ***Transfer cards for WIC Overseas Program***

- 3.0 WIC participants affiliated with the military who are transferred overseas and meet eligibility requirements are eligible to participate in the WIC Overseas Program until the end of their certification period.

### ***Local program responsibilities***

- 3.1 Issue WIC transfer cards to individuals affiliated with the military who are transferring overseas for continued benefits.
- 3.2 Inform participants that:
- There is no guarantee that the WIC Overseas Program will be operational at the overseas site where they will be transferred;
  - By law only certain individuals are eligible for the WIC Overseas Program;
  - Issuance of a WIC transfer card does not guarantee continued eligibility and participation in the WIC Overseas Program; and
  - Eligibility for the WIC Overseas Program will be determined at the overseas WIC service site. (Local WIC program staff are not responsible for screening and determining eligibility for the WIC Overseas Program.)

### ***Participant education***

- 4.0 Give the completed WIC transfer card to participants who are likely to relocate outside of Oregon. Include the following information:
- 4.1 Provide the name, address, and telephone number of the program serving the area to which the individual is moving, if known.
- 4.1.1 Contact information for other state WIC programs in the US can be found on the National WIC Association website at <http://www.nwica.org>.
- 4.2 Instruct the individual to present the WIC transfer card to the local WIC program in her/his new location.
- 4.3 Remind the individual to safeguard the WIC transfer card since it verifies proof of entitlement to WIC services.

## WIC Transfer Card and WIC Overseas Program, *cont.*

- (Participant education)**
- 4.4 Inform the individual that immediate enrollment in the new local program may not occur if it is at maximum caseload.
- 4.4.1 In this circumstance, the transferring participant will be placed at the top of the waiting list, but will not receive program benefits until space becomes available. Refer to ♦475—Waiting List for more information.
- Transferring overseas**
- 4.5 For WIC participants affiliated with the military who are transferring overseas, refer them to the DoD’s WIC Overseas Program information on the TRICARE website at <http://www.tricare.mil/wic/>.
- Acceptance of WIC transfer/VOC cards**
- 5.0 Local programs must accept valid WIC transfer cards and WIC Overseas Program VOC cards presented at a WIC clinic by participants moving into Oregon.
- 5.1 At a minimum, the transfer card must show the following essential elements:
- Participant name(s)
  - Date the participant was certified
  - Date that the current certification period expires
- 5.1.1 Treat a WIC Overseas Program participant with a transfer card showing these three essential elements just as if the individual presents a transfer card which contains all the required elements.
- 5.2 Check for proof of residency and identity of the individual presenting the valid transfer/VOC card.
- 5.3 Provide continued WIC benefits to the participant until the end of the individual’s certification period if your program is not at its maximum caseload and does not have a waiting list. (Refer to ♦653—Participant Transfers Into and Out of State for detailed guidelines.)
- Waiting list priority**
- 5.4 If your program is at its maximum caseload and has established a waiting list, place the transferring WIC participant on the waiting list ahead of all waiting applicants regardless of the priority of their nutrition risk criteria. Refer to ♦475—Waiting List.
- 5.4.1 Refer to page 652.10 for a sample of the DoD’s WIC Overseas Program Participant Profile Report/Verification of Certification Card (VOC).
- 5.4.2 For a list of WIC Overseas Program contacts visit: <http://www.tricare.mil/wic/>

**WIC Transfer Card and WIC Overseas Program, *cont.***

*Mailing WIC transfer cards to other WIC programs*

6.0 Participants may request a WIC transfer card after they have already moved. Upon receipt of a verbal or written request, the local program must forward a completed WIC transfer card to the new local WIC program. To reduce barriers to the transferring participant, make every effort to respond to the request in a timely manner.

6.1 The essential information on a WIC transfer card may be released without a written authorization from the participant. Refer to ♦450—Confidentiality for guidelines on release of information.

*Mailing to participants*

6.2 You may send a WIC transfer card directly to the participant **only** in situations when it does not seem practical to send it to the new WIC program or when the program location is unknown. The local program must take reasonable steps to confirm the identity of the individual and must mail the WIC transfer card in a DO NOT FORWARD envelope.

**EXAMPLE:** Participant Jane Doe calls the local program to inform them that she has left the state of Oregon. She is staying in a shelter home temporarily and is not sure where she will settle in her new state. The local program questions Jane to confirm her identity:

- What are the names of your children on WIC?
- What is your birthday?
- What are your children's birthdays?
- What was your last address in Oregon?

6.3 After you have confirmed the individual's identity, mail or FAX the completed WIC transfer card. ★

**If you need this in large print or an alternate format,  
please call (971) 673-0040.  
WIC is an equal opportunity program and employer.**

**Sample**

**State of Oregon WIC Program  
WIC Transfer Card**

**DATE:** 05/23/2011

**Participant Name:** Veronica Vida

**WIC ID Number:** 00753056-01

**Date of Birth:** 2/12/2009

**Date Income Last Determined:** 3/3/2011

**Date of Certification:** 3/3/2011

**Date Certification Period Ends:** 8/31/2011

**EDD:**

**Height:** 31' 0/8"

**Weight:** 23lbs 0oz

**Height/Weight Collection Date:** 03/03/2011

**Hematocrit (HCT):** 31.00

**Hemoglobin (HGB):**

**HCT/HGB Collection Date:** 03/03/2011

**Nutritional Risks (written description):**

MONITOR GROWTH PATTERN (< OR = TO 10TH% HT/AGE)

MONITOR VEGETABLE INTAKE

MONITOR MILK INTAKE

**Date of Last Food Instrument Issuance:**

**Local Agency Name/Number:** Ford/57

**Local Agency Address:** 12 HEALTH DEPT AVE.  
FORD, OR 97000

**Local Agency Telephone:**

(503) 111-1002

LA Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Participant Signature \_\_\_\_\_

**WIC Transfer Card and WIC Overseas Program, cont.**

**Appendix B**

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

Session Date: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

**Department of Defense WIC Overseas Program  
Participant Profile Report/Verification of Certification Card (VOC)**

Address 1:		Address 2:	Participant Type:
Gender:	DOB:	Education:	Category:
Marital:		Unit Phone #:	Home Phone:
Participant ID:		Language:	Race/Ethnic:
Spouse/Parent/Guardian Name:			Home Phone:
Address 1:		Address 2:	Unit Phone:
Annual Income:		Primary Source:	Econ. Unit:
Sponsor Name:			Home Phone #:
Sponsor Address 1:		Sponsor Address 2:	Unit Phone #:
Relationship:		UIC:	DEROS:
Authorized Proxy:			
Encounter Type:		WIC Site ID:	Begin Cert Date: End Cert Date:
Height:	Weight:	BMI:	Hematocrit:
Date of Measurement:			
Nutrition Risks:		Priority:	EDD:
Nutrition Education:		Date Provided:	Health Care Source:
Food Prescription ID:			
FI One: xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	FI Two: xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	FI Three: xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
Food Instrument Issued for Dates:			
<p><b>Participant Rights and Obligations:</b> I have been advised of my rights and obligations under the program. I certify that the information I have provided for my eligibility determination is correct, to the best of my knowledge. I understand I have a right to appeal any decision that I disagree with. This certification form is being submitted in connection with receipt of Federal funds. Program officials may verify information on this form. I understand that intentionally making a false or misleading statement or intentionally misrepresenting, concealing or withholding facts may result in paying the State agency, in cash, the value of the food benefits improperly issued to me and may subject me to civil or criminal prosecution under State and Federal law. I hereby certify that I am not currently enrolled in any other WICO or WIC Program. I understand that to do so would be a deliberate misuse of program benefits and could result in loss of these benefits.</p>			
Participant or Parent/Guardian Signature:		Date:	Competent Professional Authority:
Print Name:			