

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual  
Notice of Revision



Date: 4/15/2021

Notice Number: 2021-06

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
<b>Chapter: 21 – Transfers/Verification of Certification</b>	
<b>Section: See Table of Revisions</b>	
<b>Policy/Recommendation/Description/Procedure:</b>	
<b>Type of Action/Change:</b> <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
<b>If you have questions about this revision or wish additional copies, call or write:</b>	
<b>Department of Health State WIC Nutrition Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410</b>	

**Explanation of Revisions:**

- We made minor updates to this chapter to align with terms used in Cascades and reflect new guidance when transferring a participant between families. See the table for details.

**Attachments:**

- Memo
- Manual Revision
- Other \_\_\_\_\_



**This institution is an equal opportunity provider.**  
Washington State WIC Nutrition Program doesn't discriminate.



DOH 960-367 April 2021

Volume 1, Chapter 21 – Transfers/Verification of Certification  
Table of Revisions

Policy/Page	Revision	Comments
Through-out chapter	<p><b>Terminology changes:</b></p> <ul style="list-style-type: none"> <li>• <b>Revised</b> “grace period” for missing proof to “provide one month of food benefits” or “temporary certification for missing proofs”.</li> </ul>	This language aligns with terms used in Cascades.
Transfer Within Washington State p. 12	<p><b>Procedure</b> E:</p> <ul style="list-style-type: none"> <li>• <b>Revised:</b> Contact staff at the previous clinic instead of Cascades Support to issue current or void future benefits as needed when transferring only one or some participants out of a family.</li> <li>• <b>Added:</b> Contact Cascades Support for assistance if staff at the previous clinic aren’t available.</li> <li>• <b>Revised Note:</b> The transferring participant has to have current benefits. If the participant has future benefits, they family’s benefits have to be voided first, the participant transferred into the receiving family, then re-issuance of future benefits to the original family.</li> </ul>	<p>We updated Cascades Steps related to transfers with this change in process:</p> <ul style="list-style-type: none"> <li>• Contact the previous clinic for assistance with benefit issuance for the transferring participant.</li> <li>• Contact Cascades Support if staff at the previous clinic aren’t available.</li> </ul>