

Transfer Out of State

The **Out of State Transfer Information** sheet serves as a Verification of Certification (VOC) and is provided to participants who are planning to move out of state during the certification period. It is addressed to the participant (if an adult) and the parent/guardian/caretaker of an infant or child participant. The North Carolina VOC is valid to the end of the participant's certification period and is designed to serve more than one participant in a family. All information for the family is compiled automatically from the Crossroads system.

This resource describes two scenarios, the first for a family that is likely to be relocating during the certification period, and the second for a family that has moved out of state and needs to be terminated. eWIC functionality is included in the second scenario.

Scenario One: On March 10, Mom reports she is moving out of NC at the end of the month.

From the **Family Services** menu, select **Transfer > Out of State**.

On the **Transfer Out of State** screen, select the check box in the **Individuals** grid for each family member to be transferred.

Family Information	
Family ID F00600004397	Address 125 Valentine Lane BOLIVIA, NC, 28422
Parent/Guardian Fiona February	

Individuals		
	WIC Category	Name
<input checked="" type="checkbox"/>	Non-Breastfeeding	Fiona February
<input checked="" type="checkbox"/>	Infant	Farrah February
<input checked="" type="checkbox"/>	Child	Franklin February

Buttons: **Print VOC**, **Transfer**, **Cancel**

Click the **Print VOC** button. The **Print Out of State Transfer Documents** pop up displays:

Printable Documents			Total Items: 1
Print	Document Title	Comments/Instructions	
<input checked="" type="checkbox"/>	Out of State Transfer Document		

Buttons: **Print**, **Cancel**

Click the **Print** button. The **Out of State Transfer Information** sheet displays as a PDF and can be printed and given to the participant to use as a VOC. A record of the VOC is not found in the Journal of Transactions.

When navigating away from this screen after printing a VOC, select **No** when the **Save Changes?** confirmation pops up.

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Scenario Two: On April 10, a WIC office from out of state calls asking for a VOC for a NC participant. The family is still active in Crossroads.

From the **Family Services** menu, select **Transfer > Out of State**.

On the **Transfer Out of State** screen, select the check box in the **Individuals** grid for each family member to be transferred.

Out of State Transfer

Family Information

Family ID
F00600004397

Address
125 Valentine Lane
BOLIVIA, NC, 28422

Parent/Guardian
Fiona February

Individuals

	WIC Category	Name
<input checked="" type="checkbox"/>	Non-Breastfeeding	Fiona February
<input checked="" type="checkbox"/>	Infant	Farrah February
<input checked="" type="checkbox"/>	Child	Franklin February

Applicant/Participant Information

Print VOC **Transfer** **Cancel**

Click the **Transfer** button. The following confirmation displays:

Out of State Transfer Confirmation

Are you sure you want to make the transfer for the following participants?

Selected Participants
Fiona February
Farrah February
Franklin February

OK **Cancel**

Click the **OK** button. A status message is received for each participant selected: “[participant]’s current certification was terminated successfully. Benefits issuance will be prevented.” The **Print Out of State Transfer Documents** pop up displays. Select **Print**. The **Out of State Transfer Information** sheet displays as a PDF and can be printed and faxed to the WIC office calling on behalf of the participant to use as a VOC.

A status message is received: “VOC was printed successfully.” The participant(s) is/are terminated.

The participant’s Electronic Benefits Account (EBA) is automatically updated/inactivated by the termination process. Because the EBA is inactivated, any eWIC card issued to the family is unusable. The eWIC card does not have to be deactivated on the **Issue EBT Card** screen. The eWIC card does not need to be returned to NC. If the card is returned, it can be shredded.