

SECTION: Certification**SUBJECT: Transfer of Foster Children Between Households**

Federal Regulations: §246

See also: WIC 200-16: WIC Program Orientation and WIC 400-05 WIC Benefit Issuance

POLICY

If the Department of Children and Families (DCF) notifies local agency staff that a participating infant or child has been moved to a foster family or is being moved from one foster family to a different foster family, follow the steps below to complete a transfer. If transfer information is provided by a DCF Social Worker, schedule an appointment within ten (10) days to come into the WIC office to make appropriate changes.

If a family requests transfer of benefits on behalf of a foster infant or child, contact DCF to confirm the infant or child's placement before proceeding with the transfer and steps below.

NOTE: Foster parents will have separate CT-WIC Family ID Numbers and eWIC cards for all WIC eligible participants under their care.

For example, a foster mother has 2 foster children, she will be the Authorized Person for both children, she will have 2 CT-WIC Family ID Numbers and 2 eWIC cards. Under the Search function in CT-WIC, when you search by name, this Authorized Person will be associated with both of the foster children.

Transfer of Infant/Child from Foster Family to another Foster Family

- Once you have verified via DCF or transfer paperwork an infant or child is being moved from one foster household to another, go into the Precertification Screen (under the Scheduling Tasks) and perform the Precertification for the new Authorized Person. If applicable, inform the new foster parent that you will contact her/him to make an appointment once you contact the previous local agency for that child. Inform the new foster parent that any unused WIC benefits (formula/food) should be transferred to the new foster household with the infant or child.
- Contact the previous local agency to determine the status of the eWIC benefits. **Only the existing (previous) local agency can void remaining or future WIC benefits.** If any unredeemed benefits are on the eWIC card: First, VOID the remaining benefits for the current and future months. Next, perform a STOP ACCESS function on the card. Voiding the participant benefits will ensure that any unredeemed benefits are not used by the old foster family. Document the placement information in the individual participant's progress notes. It is expected that resolution of benefits from the receiving office must be completed within 48 hours of contact from the new foster family. If the receiving agency cannot reach the previous local agency after all attempts have been made (phone, email) the receiving local agency may contact the State agency to resolve outstanding benefits.

- In Transfer of Foster to Foster situations, the entire Food Prescription or current benefits can be voided because there is only one individual's benefit on the eWIC card.
- Once the previous local agency has confirmed the voided benefits, transfer the Participant into the new foster family (AP's) record. You can now schedule an appointment in CT-WIC.
- At the WIC visit, enter the infant or child's information into the new foster parent's family ID, and update the Participant and Family Information Screens in CT-WIC. Update other screens in the Guided Script as needed.
- Update the Food Prescription in CT-WIC. If unused formula is transferred from one foster family to another, tailor the remaining formula benefits appropriately. For example, if the current foster family only redeemed 4 cans of formula and provided them to the new foster family, tailor the remaining benefits to equal the total monthly allotment.
- Activate a new eWIC card for the foster family.
- Issue new eWIC benefits for the newly transferred participant.
- Provide appropriate nutrition education based on the needs of the infant or child, and the knowledge of the foster parent, and answer any nutrition question.
- If the foster parent does not have active WIC participants, complete the required WIC Program Orientation. (See 200-16 WIC Program Orientation)

Transfer of Infant/Child from a WIC Family to a Foster Family

- Once you have verified via DCF or transfer paperwork an infant or child is being moved from a WIC household to a Foster Family, go into the Precertification Screen (under the Scheduling Tasks) and perform the Precertification for the new Authorized Person. If applicable, inform the new foster parent that you will contact her to make an appointment once you contact the previous local agency for that child. Remind the new foster parent that any unused WIC benefits (formula/food) should be transferred to the new foster household with the infant or child.
- Contact the previous local agency to determine the status of the eWIC benefits. **Only the existing (previous) local agency can void remaining WIC benefits.**

Important: Benefits in CT-WIC, eWIC are issued at the family level, therefore, care needs to be taken when performing the void functions.

1. Access the **Benefits Void** screen with the desired family record selected.

The *Benefits* option will default to "Current." In most cases (children) you will only be voiding out future months benefits. In the case of an infant, you can do a partial void for the remaining formula for the current month.

Discuss with the Authorized Person how the remaining WIC benefits for the current month will be affected.

Future benefits must be manually voided when a participant is transferred between families (foster children). You can only void, ALL future benefits, partial voiding is not possible. Remember that if future benefits are being voided for the family as a result of a transfer from one family to another, you need to re-issue future benefits for any remaining family members.

- Since the Authorized Person may have other active WIC participants (individuals) in her/his eWIC account, do **not** perform a Stop Access function on the eWIC card. Document the placement information in the individual participant's progress notes.
- Once the previous local agency has confirmed the voided benefits, transfer the Participant into the new foster family (AP's) record. You can now schedule an appointment in CT-WIC.
- At the WIC visit, enter the infant or child's information into the new foster parent's family ID, and update the Participant and Family Information Screens in CT-WIC. Update other screens in the Guided Script as needed.
- Update the Food Prescription in CT-WIC.
- Activate a new eWIC card for the foster family.
- Issue new eWIC benefits for the newly transferred participant.
- Provide appropriate nutrition education based on the needs of the infant or child, and the knowledge of the foster parent, and answer any nutrition question.
- If the foster parent does not have active WIC participants, complete the required WIC Program Orientation. (See 200-16 WIC Program Orientation)