**Income Eligibility**

Income information is documented very differently in Client Services and Cascades. For this reason migrating income information is challenging.

Follow this transition guidance to make sure eligible participants are assessed according to federal rules and state policy.

1. Income eligibility **will** migrate to Cascades
   a. Income eligible participants in Client Services will migrate to Cascades as income eligible.
   b. The most recent income information (Household size, Income source, Proof, Amount, and Interval) for the household will migrate to the Cascades Income Information screen.
   
   **Note:** Proof of ID and residency will also migrate to Cascades, but they’re documented on the Family and Participant Demographics screens instead of the Income screen.

2. Adjunctive eligibility and ProviderOne numbers **won’t** migrate to Cascades
   a. Adjunctive eligibility is documented very differently in Client Services and doesn’t migrate to Cascades correctly.
   b. In Cascades, staff enter each individual’s ProviderOne number.
      - All adjunctive eligibility rules are built into the system.
      - You won’t enter an infant’s or pregnant participant’s ProviderOne number for their household members.
   c. Cascades doesn’t save the ProviderOne number, you’ll need to enter it each time you verify adjunctive eligibility.

3. Only update ProviderOne numbers or assess income when a participant is due for a Subsequent Certification or reports a change affecting income eligibility
   a. Participants who were assessed as income eligible in Client Services are income eligible.
   b. Only assess income or enter the person’s ProviderOne number in Cascades when one of these situations apply:
      - Assessing income eligibility at the subsequent certification
      - The family reports a change in income or household size
      - The family reports they are no longer eligible for an adjunctive eligibility program
   c. Entering a participant’s ProviderOne number prompts Cascades to do an income assessment.
   d. Assessing income outside policy requirements is against federal rules and could result in a discriminatory practice.
This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn’t discriminate.

For persons with disabilities, this document is available on request in other formats.
To submit a request, please call 1-800-841-1410 (TDD/TTY 1-800-833-6388).

DOH 960-367 January 2019