Description: These steps show you how to transfer an active foster child between families in the same agency, between agencies, and into new families in Cascades. **The receiving WIC clinic completes all steps, unless noted otherwise.**
To learn more about Foster and Non-Foster Transfer, please see [Cascades Staff Tool – Understanding Foster and Non-Foster Transfers](#).

Transferring an Active Foster Child in Cascades

1. **Search for foster child at State-wide level.**

2. **Are current benefits and/or no future benefits issued for foster child at clinic of origin?**
   - **NO** Call Cascades Support. They will issue current benefits and/or void future benefits.
   - **YES** Keep current benefits. There are no future benefits issued.

3. **Transfer foster child to new clinic.**

4. **Foster to Foster Transfer**
   - Deactivate current WIC card. Reissue new WIC card.

5. **Foster to Non-Foster Transfer or Non-Foster to Foster Transfer**
   - DON’T issue benefits yet.
   - Review current benefits and issue future benefits, as needed.
   - Print and check Shopping List.

6. **Follow instructions on page 7 to issue benefits.**

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Foster Child Transfer – Revised July 2019
**Steps**

**Screen:**

**Step 1**

Complete a state-wide search for the foster child:

1. Select Family Services, then Family Search.
   - Select State-Wide Search Location.
   - Verify the foster child’s name and Date of Birth.
2. Select pencil icon to open record.

**IMPORTANT:** Choose a state-wide search, so you don’t accidentally create a duplicate record.

**Step 2**

Check for current issuance for foster child:

To transfer, the foster child must have the current month’s benefits issued, and no future months issued.

3. In the family carousel, check if the foster child has 1 blue (issued) and 2 green dots showing above their icon.
4. In the Issue Benefits Quick Link, choose Food Instrument List.
   - Check if the foster child has CIMS checks or Cascades benefits issued for the current or future months.
     - If current benefits only, move on to Step 5.
     - If no current benefits or there are future benefits issued, follow instructions in the next box.

**Step 3**

**Step 4**

- If current benefits only, move on to Step 5.
- If no current benefits or there are future benefits issued, follow instructions in the next box.
Contact Cascades Support when foster child doesn’t have current benefits or has benefits issued for future months.

Cascades Support will:
- Issue benefits for the current month.
- Void any benefits for future months.

Cascades Support Line:
1-800-841-1410
Choose Option 3, then Option 2

These messages appear if you attempt to transfer without current or with future benefits issued for the foster child.

5. Transfer the foster child to your clinic.
- Select Family Services, then Transfer, then Between Families to get to the In State Transfer screen.
6. **Check-mark** the foster child you want to transfer.

7. **Search** for the receiving family name in your clinic.

8. In the **Search Results** container, select the **correct receiving family** name to highlight it.
   - If the receiving family is new, select the **New Family** button to create a new family file.

9. Select the **Transfer** button.
10. A **pop-up** asks you to **confirm** the transfer.

Select **OK**, if the information you see is correct.

11. A **Status Message** lets you know that the transfer was successful.

Note that the family of origin will reflect the transfer. In our example, Megan Sun **no longer shows** in the family carousel.

If **more than one** foster child in this family needs to be transferred, **repeat Steps 6-10**.

When all transfers are completed select **Cancel** to exit this page.
If you have a Foster to Non-Foster transfer or a Non-Foster to Foster transfer, please follow instructions on the next page, page 7.

Issue a new card for the foster child in a Foster to Foster transfer:

12. In Family Services: Open the family the foster child was just transferred into. You’ll see a “Family Composition Change” family alert.
   - In the Quick Links column, select Issue EBT Card.
   - Find the Active EBT Cards container for the foster child.
   - Select Deactivate, and follow the prompts in the pop-up window to deactivate the current card.

13. In the EBT Cards container:
   - Select the radio button for the foster child’s name.
   - Swipe a new WIC Card or manually enter the new WIC Card number to issue a new card.

The foster parent calls the WIC Card Line to set the PIN with the foster child’s DOB and the new family’s zip code.

WIC Card Line: 1-844-359-3104

NOTE: The foster child’s Family Issuance Day will automatically adjust to match the new family’s Family Issuance Day.

**IMPORTANT:** Always print the Shopping List after you issue benefits. Check that all food benefits show on the list.
Cascades Steps: Transfer a Foster Child

Transfer when a child moves in our out of foster care:

- When a foster child remains a foster child, you can issue future benefits right away, as shown in our Cascades Steps above.
- However, when a child moves in or out of Foster care while transferring, **you can’t issue future benefits yet.**
- We show you two sets of steps:

<table>
<thead>
<tr>
<th>Foster child no longer is a foster child</th>
<th>Non-foster child transfers into a foster household</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Don’t issue future benefits yet.</strong></td>
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</tr>
<tr>
<td><strong>VERY IMPORTANT:</strong></td>
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</tr>
<tr>
<td>Don’t change the foster care status</td>
<td>Don’t change the non-foster status</td>
</tr>
<tr>
<td>until after the child’s current</td>
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</tr>
<tr>
<td>benefits have expired.</td>
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</tr>
</tbody>
</table>

Cascades **won’t let you void and reissue** benefits for the current month.

**Steps (after Step 11 on page 5):**

- Explain to the new family that Cascades has a **built-in rule** that makes sure food benefits work correctly for the foster child in the month (30 days) the transfer takes place.
- **Create this Family Alert:** “After [insert date of LDTS], the child’s current benefits are expired. Select the “No” radio button for **Foster Child** in the **Family Demographics** screen after [insert date of LDTS].”
- **Next month:**
  1. In **Participant Demographics** screen, un-select check-box for **Foster Child**.
  2. Deactivate WIC Card for foster child.
  3. If the new, Non-Foster family doesn’t have a WIC Card, issue a new WIC Card.
  4. Issue benefits.
  5. Print and check Shopping List.

<table>
<thead>
<tr>
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<th>Foster Child Transfer – Revised July 2019</th>
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Cascades **won’t let you void and reissue** benefits for the current month.

**Steps (after Step 11 on page 5):**

- Explain to the new family that Cascades has a **built-in rule** that makes sure food benefits work correctly for the non-foster child in the month (30 days) the transfer takes place. *
- **Create this Family Alert:** “After [insert date of LDTS], the child’s current benefits are expired. Select the “Yes” radio button for **Foster Child** in the **Family Demographics** screen after [insert date of LDTS].”
- **Next month:**
  1. In **Participant Demographics** screen, select check-box for **Foster Child**.
  2. Issue new WIC Card for foster child.
  3. Issue benefits.
  4. Print and check Shopping List.

* If Cascades Support voided future benefits for the Non-Foster family at clinic of origin, Cascades Support will now **re-issue** future benefits for the Non-Foster family at clinic of origin.
Cascades Steps: Transfer a Foster Child

The Shopping List for the current benefit month is different:

The Shopping List will show the current benefit month as follows:
- First Day to Spend (FDTS) = today (date of transfer)
- Last Day to Spend (LDTS) = the day prior to the Family Issuance Day of the receiving family.

Unusual food quantities may show for the current benefit month:
- The current benefit month includes benefits based on the previous Family Issuance Day.
- In addition, Cascades may calculate and add “gap benefits” to match the new Family Issuance Day.

WIC Card Line reads current WIC foods twice:
  When participants call the WIC Card to check what WIC foods are available, the automated reader reads each WIC food item for Foster Child twice: Once with a zero amount, once with the correct amount.

This institution is an equal opportunity provider.
Washington State WIC Nutrition Program does not discriminate.

For persons with disabilities, this document is available on request in other formats.
To submit a request, please call 1-800-525-0127 (TDD/TTY call 711)

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