

## New Hampshire WIC Policy & Procedure Manual

### Chapter 8 CERTIFICATION, ELIGIBILITY & COORDINATION OF SERVICES F. Transfer of Certification

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#### Transfer Out of the State

**Purpose** To assure that WIC participants who relocate during a certification period receive program benefits in their new location without inconvenience or undue delay.

**Policy** Local agencies shall follow proper procedures when transferring a participant out of NH through issuance of a Verification of Certification (VOC), to assure he/she continues to receive nutrition benefits during their certification period.

**Authority** 7 CFR 246.7 (k)  
USDA Memo #2016-4

**Procedure** WIC eligibility may be transferred throughout the United States, Guam, Puerto Rico, Virgin Islands, American Samoa and Northern Mariana Islands and United States military base in the US or overseas.

The VOC process and availability shall be explained to every participant at time of reviewing the NH WIC Program Participant Rights and Rules sheet. Participants shall be provided a Verification of Certification (VOC) when a family member is a migrant farm worker or is a member of a family that is likely to relocate during the certification period.

The local agency shall also complete a NH Verification of Certification (VOC) upon request of the participant. This form is created and printed through the StarLINC system and requires the signature of the issuing local agency staff who prints the VOC. Staff shall follow and refer to the "Verification of Certification (VOC) Steps" attachment.

In the event a participant is unable to pick up the VOC from the issuing local agency, the VOC may be faxed or mailed to the participant or the receiving WIC office.

In the event the StarLINC form is not available, the following information must be included to verify certification.

1. name of the participant,
2. date the certification was performed,
3. date income eligibility was last determined,
4. nutritional risk condition of the participant,
5. date the certification period expires,
6. the signature and printed or typed name of the certifying local agency official,
7. the name, phone number and address of the certifying local agency,
8. an identification number or some other means of accountability,
9. dates of the food instruments issued.

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Participants on food package III shall be provided a copy of their RSF documentation in order to streamline benefits for the participant at their new WIC agency.

**Exception**            No exceptions