



Transfer Families and Participants:

Transfer Families:

1. Go to the Family page
2. Click on the Transfer button

Family Information: F118617				Clinic: 108	
RA Name: Kristina T Adair	DOB: 1/14/1989	Phone: (208) 437-5832	Address: 135 Ogilvie Lane Oldtown, ID 83822	Authorized Signer:	
Income Determination: 8/7/2012	Migrant: N	Foster Family: N	Homeless: N	Referrals: AF, FS, SA	
<input type="button" value="Edit Family Info"/>	<input type="button" value="Add Participant"/>	<input type="button" value="Income Determination"/>	<input type="button" value="Transfer"/>		
<input type="button" value="Transfer History"/>	<input type="button" value="Appointments"/>				

3. Select the clinic from the drop down that the Family will be transferred into

Transfer Family F118617 (Kristina Adair)

Current Clinic:

Sandpoint

Transfer Family to Clinic:

(101) Hayden	▼
(101) Hayden	
(104) Saint Maries	
(107) Kellogg	
(109) Priest River	
(110) Bonners Ferry	
(112) Athol	

4. Next/Cancel buttons:
 - Click on Next button to proceed
 - Click on the Cancel button to cancel actions

5. Read Reminder message

Transfer Family F118617 (Kristina Adair)**Current Clinic:**

Sandpoint

Transfer Family to Clinic:(101) Hayden **REMINDER:**

Please ensure that you have completed the following prior to transferring this participant:

- Verify the identity of the Participant
- Verify the address of this Family
- Complete a new paper WIC Application
- Review the Participants Rights & Responsibilities

6. Finish/Cancel buttons:

- Click on Finish if all transfer information is correct
- Click on the Cancel button to cancel actions



7. A success message will appear if the Family transfer is successful

Successfully transferred F202580 from Hayden/101 to Weiser/306.

Transfer Participants:

1. Go to the Participant page
2. Click on the Transfer Participant button

Client: 1529536	Family: F118617	Clinic: 108	Cross Ref:	
Status: ACT	Status Date: 8/7/2012	Category: C	End Cert Date: 2/7/2013	Priority 3
DOB: 7/27/2009	Age: 3 y 0 m	Mother's #: 1415666		

3. Enter the New Family ID number if known
Or
4. Click on Search, to search for New Family ID number

Transfer Participant Lilith Adair (1529536)

Current Family:

F118617 (Kristina Adair)
Clinic: 108

New Family:

OR SEARCH

Transfer History

Family	From	To
F118617	08/15/2011	

5. Next/Cancel buttons:
 - Click on Next button to proceed
 - Click on the Cancel button to cancel

6. Read Reminder message

Transfer Participant Lilith Adair (1529536)**Current Family:**

F118617 (Kristina Adair)
Clinic: 108

REMINDER:

Please ensure that you have completed the following prior to transferring this participant:

- Verify the identity of the Participant
- Complete a new paper WIC Application
- Review the Participants Rights & Responsibilities

New Family:

F096951 (Sarah Smith) [Change](#)

2212 n 12th st
Coeur D Alene, ID 83814

Clinic: 101

Participants:

- Aaron Smith
- Nathan Smith

7. Finish/Cancel buttons:

- Click on Finish if all transfer information is correct
- Click on the Cancel button to cancel actions



8. A success message will appear if the Participant transfer is successful

Successfully transferred F202580 from Hayden/101 to Weiser/306.