



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:	DOB:	Phone:	Address:	Authorized Signer:	
	1/14	(208)	Lane Oldtown, ID 83822		
Income Determination:	Migrant:	Foster Family:	Homeless:	Referrals:	
8/7/2012	N	N	N	AF, FS, SA	
<input type="button" value="Edit Family Info"/>	<input type="button" value="Add Participant"/>	<input type="button" value="Income Determination"/>	<input style="border: 2px solid red;" 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

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 ([REDACTED])**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 [redacted]	Age: 3 y 0 m	Mother's #: 1415666		

Edit Participant

Transfer Participant

Cert History

Void/Reissue Checks

Appointments

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

Transfer Participant [redacted] (1529536)

Current Family:

F118617 [redacted]
Clinic: 108

New Family:

OR SEARCH

NEXT

CANCEL TRANSFER

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

NEXT

CANCEL



6. Read Reminder message

Transfer Participant [REDACTED] (1529536)**Current Family:**

F118617 [REDACTED]
 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 [REDACTED] [Change](#)

Coeur D Alene, ID 83814

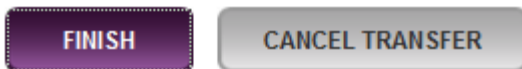
Clinic: 101

Participants:

- [REDACTED]
- [REDACTED]

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.