

Nutrition/Health Volume
Certification Section

Risk Factor 502 Transfer of Certification (2.04910)

ER# 2.04910

Authority 2008 7CFR 246.7(k)(1-4): MPSF-1: WC-93-41-P
Issued 07/09
Revised

POLICY: Risk Factor 502 (Transfer of Certification) shall be assigned to a participant with current valid Verification of Certification (VOC) document from another State. The VOC is valid until the certification period expires, and shall be accepted as proof of eligibility for program benefits. If the receiving local agency has waiting lists for participation, the transferring participant shall be placed on the list ahead of all other waiting applicants.

This criterion would be used primarily when the VOC card/document does not reflect another (more specific) nutrition risk condition at the time of transfer or if the participant was initially certified based on a nutrition risk condition not in use by the receiving State agency.

Local agencies must accept Verification of Certification (VOC) documents from all participants within a valid certification period. A person with a valid VOC document shall not be denied participation in the receiving State because the person does not meet that State's particular eligibility criteria.

PROCEDURES:

A. Obtaining Data

1. The participant from another state will present the verification of certification (VOC) to the receiving agency.
2. If participant does not have a VOC refer to [ER# 3.02900](#) on how to proceed.
3. Local agencies must accept verification of certification (VOC) documents from participants as proof of eligibility for program requirements and document into Missouri WIC Information Network System (MOWINS).

B. Documenting

1. Document information from VOC in MOWINS.

C. Assigning Risk Factor

1. Risk Factor 502 Transfer of Certification will be automatically assigned by MOWINS when the "VOC" check box is selected.
2. Refer to the [Risk Factor Detail Guide](#) for additional information.

D. Provide appropriate referral information and document into MOWINS.