



Part 2: FIs to eWIC Transition Guide Transfers

Colorado WIC will operate two systems (both FI and eWIC) starting with pilot in April 2016 through the end of the final agencies' rollout in November 2016. Even though the final agencies rollout is in November 2016, participants will have FIs through February 2017. The purpose of this document is to guide staff through the transfer process while Colorado WIC is operating two systems.

The instructions below will assist you with the most common participant transfers. Steps in the FI Compass are in **green** and steps in the eWIC Compass are in **blue**. There will be transfer scenarios that are not included in the below instructions. Contact the main WIC number 303-692-2400 if you need assistance.

eWIC Clinic Instructions (Participant Transferring From FI Clinic to eWIC clinic):

1. **Log into FI Compass and transfer the participant into your FI Compass clinic (This removes the participant from the other FI clinic)**
2. **Terminate the participant in FI Compass with the reason "Transfer to eWIC System".**
3. **If the participant has a current certification:**
 - a. **In eWIC Compass add the participant as an Out-of-State VOC participant.**
 - b. **Instruct the participant to use up their FIs.**
 - i. **Note: If a participant needs to exchange checks, please see the *Part 1 FIs to eWIC Transition Guide Exchanging Checks: Formula and Non-Formula.***
 - c. **In the Food Package panel, choose the appropriate Effective Date. If the participant **does not** have any checks for the current month, enter **today's** date as the effective date. If the participant **has** checks for the current month, enter the first day of the **next month** as the effective date.**
4. **If the participant does not have a current certification:**
 - a. **Complete a certification in eWIC Compass and issue the appropriate benefits on the new eWIC card.**

Note: Make sure to document the situation in Care Plan and ensure a participant does not receive both checks and eWIC in the same month. It is critical that we do not allow over issuance.

