

**MEMORANDUM**

**ACTION MEMO #16-21**

**TO:** District Nutrition Services Directors

**FROM:** Angela Hammond-Damon, IBCLC   
Deputy Director, Operations and Nutrition Services  
Georgia WIC Program

**DATE:** April 8, 2016

**RE:** Intra-State and Out-of-State Transfer Process

The purpose of this memorandum is to assess how district clinics handle transferring participants. Please have each of your clinics answer the attached questions (See Attachment A) and compile a district response to be submitted to Kimberly Menefee, at [Kimberly.Menefee@dph.ga.gov](mailto:Kimberly.Menefee@dph.ga.gov). Please send your district response to the questions by April 30, 2016.

It is imperative that barriers are not placed on participants at any time, hence, the need to assess what is taking place throughout the state when it comes to transferring participants.

In regards to additional questions or concerns, please contact Kimberly Menefee at 404-463-0897 or via email at [Kimberly.Menefee@dph.ga.gov](mailto:Kimberly.Menefee@dph.ga.gov) and copy Sonia Jackson via email at [Sonia.jackson@dph.ga.gov](mailto:Sonia.jackson@dph.ga.gov).

Attachment(s)

c: Debra L. Keyes, MA, RD - Director, Georgia WIC Program  
Sonia Jackson - Program Delivery & Review Manager  
District Health Directors  
District Administrators  
District Program Managers  
WIC Deputy Directors  
WIC Managers



## **ATTACHMENT A**

### **Transfer Processes**

1. When another WIC clinic requests WIC records for a transfer to that WIC clinic within the State of Georgia, what steps do you take?
2. When another WIC clinic requests WIC records for a transfer to that clinic in another state, what steps would you take?
3. When a client comes in to transfer into your clinic from another WIC clinic within the State of Georgia, what steps do you take?
4. When a client comes in to transfer into your clinic from another WIC clinic from out of state, what steps do you take?

