

# Adjusting the Length of Certification Periods

## When You Can Use:

In cases when participants are unable to be present at the scheduled appointment. **OR** It is for the convenience of the WIC clinic.

Examples Include: Illness, Car Trouble, No Transportation, Clinic Overbooked, Mom wants to have all family members certified at the same appointment, forgot to bring child or brought wrong child

### Categories Allowed For

- Children
- Infants



### Categories Not Allowed For

- Pregnant Women & Teens
- Postpartum Women & Teens
- Presumptively Eligible Woman or Teen
- Breastfeeding Moms



## Length of Time Certification Period May Be Reduced or Extended:

30 days or less.

## Documentation:

A notation should be made in the “Notes” area of the computer record and/or the paper file of the participant explaining why the certification period was adjusted.

## Benefits Provided:

- Checks are issued for the month the certification period was adjusted.
- When certification is extended and the client is ineligible at the certification appointment, No Checks Are Issued.
- When certification is reduced and the client is ineligible at the certification appointment Checks Are Issued for the Length of the Original Certification Period. Clients are not penalized for allowing certification to be determined early.