

Policy Memo: I-1-2014

Memo Name: Printing Certification Data Forms

Policy Clarification Policy Change New Policy

Date Issued: March 6, 2014

Effective Date: Immediately

Policy Effective Until: Permanent

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This policy memo is issued to clarify when a Certification Data Form must be printed and kept in a WIC client's file.

A copy of the Certification Data Form must be printed after every certification visit. The Certification Data Form must be placed in the WIC client's file and retained for three years plus closeout.

A Certification Data Form is needed in each file to provide certification information for 1) state auditors; 2) WIC requirements; 3) backup in the event the computer system is unavailable; and 4) use for data conversion with the new computer system.

Changes during a certification period such as different address, telephone number or food package changes may be noted on the printed copy of the most recent Certification Data Form for that client. The old information should be crossed out and the new information written above/beside it. The staff person who collected the new information or assigned the new food package should initial and date the change.

As an example, a portion of a Certification Data Form with changes to address and food package made on it is provided below.

Ist Auth. Rep. Last Name	First Name	Phone Number	Alternate Phone Number
Smith	Carol	402-555-5555	

Address, Street, RFD, PO Box	City	State	Zip Code
1000 Sioux Ln 2200 Crossstreet #6	Disney Land	NE	68000

Food Pkg.	ZMF 3/2/14 m3
ZKI	

If you have any questions contact me at 308-865-5616