

Policy Memo: 1-7-2012

Memo Name: Children Transferring from Other States with 1 year Certification Periods

Policy Clarification

Policy Change

New Policy

Effective Date: August 8, 2012

Policy Effective Until: Ongoing

Policy Memo Effective Until: Further Notice

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Last year states were given the option to allow 1 year certification periods for children. Nebraska has determined that the risk to our aging computer system to make this change is too great for us to be able to do so at this time.

Other states have implemented the change to 1 year certification periods for children and we are beginning to see transfers from those states. Some bordering states which have made the change include Iowa and Colorado.

Nebraska's system will not currently allow 1 year certifications for children. The state office is working with USDA to determine a policy that will meet the regulations and the constraints of our current computer system. As a **temporary** solution to allow these children the longest certification possible within the constraints of our system until we hear from USDA, please use the following steps to determine the certification date to enter into the computer.

For Children Whose End of Cert. Date on the VOC is Less than Six Months from Today:

1. Locate the end of certification date on the VOC
2. Back up six months from that date
3. Enter the resulting date into the computer
4. Keep the VOC information in the clients file and write the actual certification period on the client's Signature Form in the certification box.

Example –

3 yr old child is transferring from Colorado today July 25th. Their certification period ends on October 15, 2012. October is the tenth month. Subtract 6 (months) from 10 = 4. The fourth month is April. The certification date you would enter into the computer is April 15, 2012. See the completed example that follows.

For Children Whose End of Cert. Date on the VOC is More than Six Months from Today

enter today's date as the certification date in the computer. Keep the VOC information in the client's file and write the actual certification period on the client's Signature Form in the certification box. See the completed certification box below.

<input type="checkbox"/> New Cert <input type="checkbox"/> ReCertification <input type="checkbox"/> ReEnroll <input type="checkbox"/> InState Transfer <input checked="" type="checkbox"/> Out of State Transfer <input type="checkbox"/> Presumptive <input type="checkbox"/> Custody Change Date Cert Expires: <u>10/15/2012</u>											
Date of Certification: <u>10/15/2011</u>						Client Present: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, Reason: _____					
IDENTIFICATION									RESIDENCY		
Proof Seen	DL	NE WIC Fldr	SS Card	State/ Frgn ID	Work/ School ID	BC	Purple WIC Card	Hosp BC	Other (list)		
Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VOC		
Minor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Proof Seen	MC	Mail	Ck Stub	Lease	Other List						
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
INCOME							NO PROOF				
Proof Seen	MC	Pay Stub	SS/ SSI	Tax Form	Child Supp	Other (list)					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/> Zero: Reason why _____							<input type="checkbox"/> Res <input type="checkbox"/> ID <input type="checkbox"/> Income Reason: _____ Client Initials _____				
Staff Signature/Title			Income Assessment	ID/Residency Assessment	Nutrition Risk Assessment	Food Package Prescribing	Check Issuance				
<u>WIC staff #1</u>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<u>CPA</u>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Notification That Benefits Are About to Expire Was Given On: _____						By: _____					
Ineligibility Documentation Given On: _____						Staff Initials: _____		Termination Code/Reason: _____			

We will keep you updated with any changes as we hear more from USDA.

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