

TT Types

TT1 - New Cert

Use for:

- New clients applying for WIC
- TT8 Pre-Certs that come in for the full certification (Note information previously taken over the phone in a TT8 must still be assessed ie. income, residency, ID and documentation reviewed.)
- TT9, Presumptive Eligible clients that return in 60 days for a full certification
- Client left pending in a TT1

TT2 – ReCerts

Use for:

- Re-certifying an active client
- Clients pending that were left in a TT2

Do NOT Use for:

- Presumptive Eligible (TT9) clients returning after 60 days
- Six month check or visit for infants (use a TT4)
- Making changes to an active record in a current cert period

TT3 Re-Enroll

Use for:

- Re-enrolling any inactive client
- Use to re-enroll inactive clients from another agency/clinic (w/o doing instate transfer)
- Clients left pending in a TT3
- TT9 Presumptive eligible clients that return AFTER 60 days

Do NOT Use for:

- Reversing a termination on a client that is in a current certification period

TT4 Change

Use for:

- Making changes to an active client
- Infant mid-cert updates or six month update visits
- Changes to food packages
- Clients left pending in a TT4

Do NOT Use for:

- making changes to a TT9 (Presumptive)
- making changes to a TT6 (out of state transfer)

TT5 In-State Transfer

Use for: Transferring clients between local agencies, clinics, and sub-clinics in Ne.

Note: This TT type is NOT AVAILABLE on laptops; on laptops, use a TT6 to certify transfers not on your laptop

TT6 Out-State Transfer

Use for:

- Enrolling an out of state WIC client
- Making changes to a client in a current certification period that was certified through a TT6
- Clients left pending in a TT6
- Use on laptops for clients transferring from one clinic to another clinic that is not on the laptop.

Note: If this client was ever active in NE WIC, use their inactive ID #.

TT7 Terminate

Use to:

- Terminate an active client

TT8 Pre-Cert

Use when:

- Taking preliminary information over the phone for a new client

Note – system will assign a temporary ID beginning with a “P”. When client shows up for a face to face certification, use TT1.

If client never returns for certification, the number will automatically be deleted after 90 days

TT9 Presumptive Eligible

Use to:

- Enroll a new pregnant client for up to 60 days. (If return within 60 days then must certify in a TT1)
- Change an active client's data that was originally certified through a TT9 (within 60 day period)
- Enroll an inactive client as presumptive eligible
- Make changes to a client left pending in a TT9

Note: A presumptive Eligible certification expires after 60 days, if client returns AFTER 60 days, then need to use a TT3 (Re-enroll).