

Change of Custody During a Current Cert. Period

Do: Always call the Help Desk to get instructions for Family ID #

Do: See Adult ID

Do: See Custody Papers for child or infant

Do: Complete new signature form:
(R&R, dual participation, fraud, voter, WIC Authorization Card)

Do: Assess household size, income &/or adjunct eligibility & see proof

Do: See proof of new address,
Update phone number

Do: New ID Folder

Do Not: See Nurse

Do Not: See Nutritionist

Do Not: See child or infant

Do Not: Change the cert period