

Division of Community Nutrition

Subject: WIC Verification of Certification Document Acceptance		Policy: CRT 13.1.1
Reference: CFR §246.7	Effective: August 15, 2016	Supersedes: October 15, 2015

I. Policy:

A WIC Transfer Verification of Certification document (VOC), or a Department of Defense (DoD) WIC Overseas transfer document, is valid until the certification period expires and shall be accepted as proof of financial and nutritional eligibility for WIC benefits. Both proof of identification and proof of residency are required when accepting a WIC Verification of Certification (VOC) Transfer document. In the event of a waiting list, participants with a valid WIC Verification of Certification (VOC) document shall be placed on the list ahead of all other applicants.

II. Procedure(s):

- A. WIC personnel shall collect the WIC Verification of Certification document, enter the data into Crossroads to include race and ethnicity, and scan the WIC transfer documentation in the participant's record. The race and ethnicity field must be completed on the participant demographics screen in Crossroads to assist in the identification of potential dual participants between states and within Crossroads.

Exception: For migrant and homeless participants, scan the WIC Verification of Certification document into the participant's record and return the original document to the participant.

- 1) Collect, stamp void, and return any food instruments issued by the original agency
 - 2) Send the voided food instruments to the State WIC Office if the original agency's address is unknown
 - 3) Provide basic nutrition education and make appropriate referrals
 - 4) Issue a food prescription
 - 5) Issue an eWIC card, card holder, and eWIC Cardholder Booklet, and explain food benefit usage procedures
 - 6) Review the Participant's Rights and Responsibilities and obtain the participant's signature on the WIC-310
- B. If a participant does not have a valid WIC Verification of Certification document, WIC personnel shall certify him / her as they would any other applicant.

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- 1) Participants with a WIC Transfer document that lack the name, certification date, and / or date certification expires are not immediately entitled to WIC benefits.
 - 2) Contact the original agency for certification information. If the data is not readily available or the participant prefers, determine eligibility within 10 days of the request for services.
- C. The WIC-318 Delayed Benefits Signature Form shall be completed at the initial certification for out-of-state VOC transfers. The signed form shall be scanned into the Crossroads Income Screen.