



# Verification of Certification (VOC): Incoming and Outgoing for Category B and N

## Incoming

1. Conduct a Participant/Family Search



**NOTE:** This action checks to see if the participant is already in the WISPr system

2. If the participant is not in WISPr enter them into the system, and proceed to step #4
3. If the participant is already in WISPr, proceed to step #4
4. Click on the Incoming VOC



5. Incoming VOC view for a Category B or N

### Incoming VOC

Cert Begin Date:  Cert End Date:

Issuing State:

Pregnancy Info: Pregnancy Data not available, please update



- 6. Click on the Update button. A pop-up will display. After the participants information has been entered click on the Save button

<b>Estimated Delivery Date:</b> <input type="text"/>	<b>Actual Delivery Date:</b> <input type="text"/>
Proof:	
<b>Multi-Fetal Gestation:*</b> <input type="checkbox"/>	<b>Previous Pregnancy End</b> <input type="checkbox"/> No Previous Pregnancy <input type="text"/>
<b>For this pregnancy only!</b> <b>Infants Delivered:</b> <input type="text" value="0"/>	
<b>For this pregnancy only!</b> <b>Delivery Outcomes:</b>	
<p>* Multi-Fetal includes: Alive Dead Miscarriage Stillborn</p>	
<b>SAVE</b>	Cancel

- 7. Enter the Cert Begin and End Date (Certification can be up to a year)

<b>Cert Begin Date:</b> <input type="text"/>	<b>Cert End Date:</b> <input type="text"/>
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- 8. Issuing State
  - Select the Issuing State from the dropdown

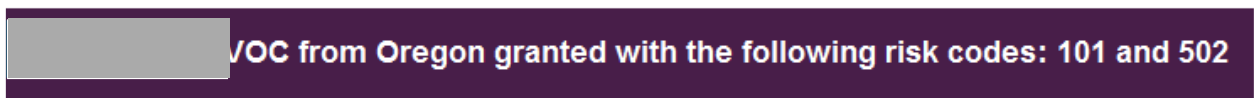




9. Risk Codes Assigned: A risk code(s) will have been assigned by issuing VOC state
  - Risk Code(s) can be assigned by incoming VOC state if needed
10. Click on the Certify button

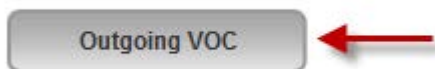


11. Click on the Certify button



## Outgoing

1. Click on Outgoing VOC button



2. Outgoing VOC View

### Outgoing VOC

WARNING! You are about to perform a VOC on an ACTIVE participant. This action will place this participant in a CLOSED status. Are you sure you want to proceed?



3. Yes or No/Cancel button:
  - Click on Yes to Close an outgoing participant

- Click on NO/Cancel to cancel the transaction



4. Printed VOC (Outgoing) view

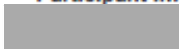


**Hayden**  
 8500 N Atlas Rd  
 Hayden, ID 83835  
 Phone: (208) 415-5130  
 Fax: (208) 415-5131

Issue Date:  
 08/02/2012

Verification of Certification

**Participant Information:**

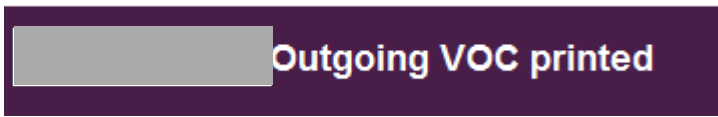


Idaho WIC ID: 2010181  
 Category: Breastfeeding  
 Priority: 1

Idaho WIC Staffperson:

Begin Certification Date:	8/2/2012
Certification End Date:	8/2/2013
Income Eligibility Date:	7/17/2012
Period of Check Issuance:	No Checks Issued.
Nutrition Risk Codes:	Risk 101: Underweight Woman Risk 502: Transfer of Certification (VOC)

12. A success message will display if the Outgoing VOC letter has printed



5. Click on the Reprint VOC letter button to reprint the VOC letter



Reprint VOC Letter

