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

Incoming

1. Conduct a Participant/Family Search

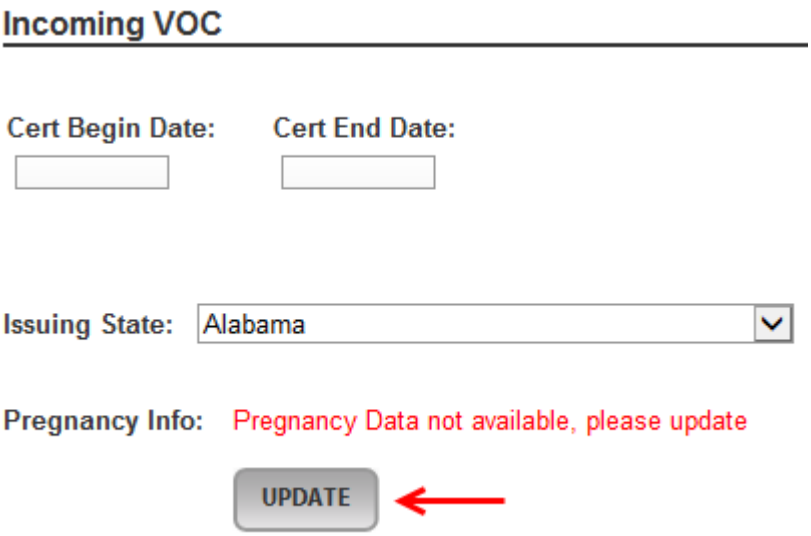
NOTE: This action checks to see if the participant is already in the WISPr system

2. If the participant is not in WISPr enter them into the system, and proceed to step #4

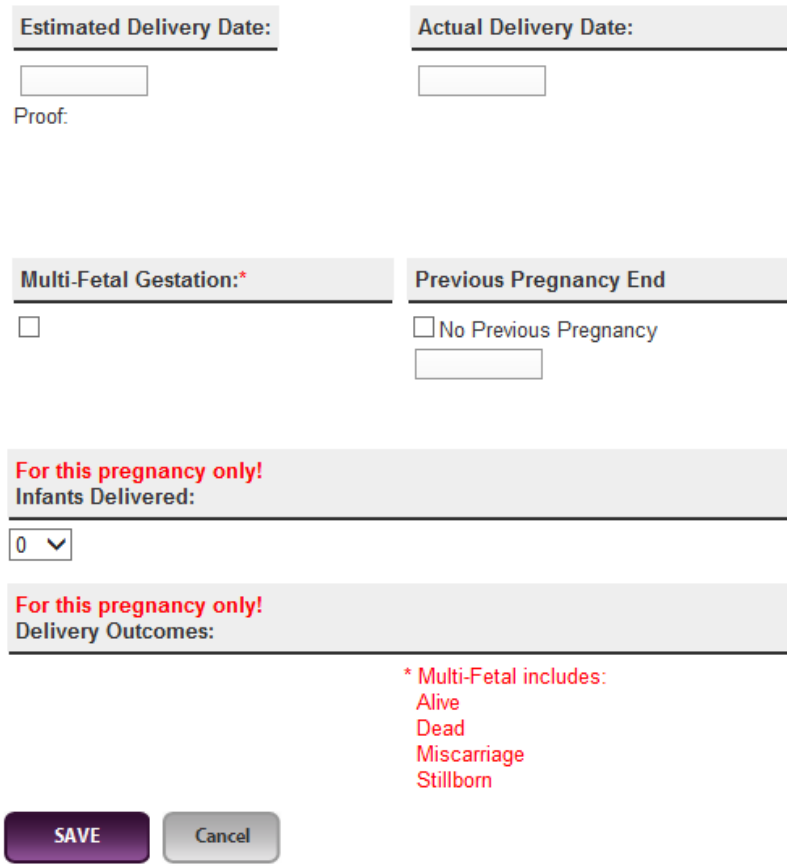
3. If the participant is already in WISPr, proceed to step #4

4. Click on the Incoming VOC

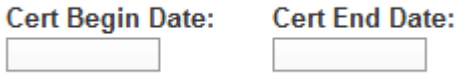
5. Incoming VOC view for a Category B or N



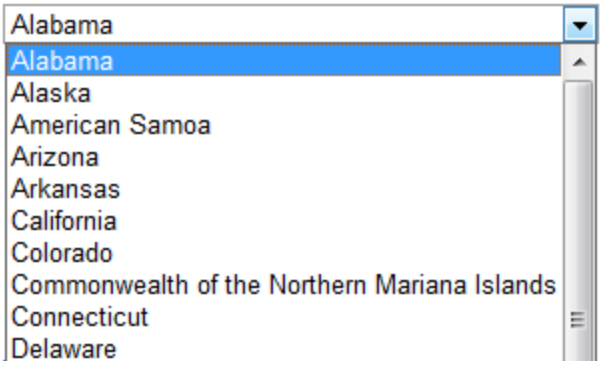
6. Click on the Update button. A pop-up will display. After the participants information has been entered click on the Save button



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



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

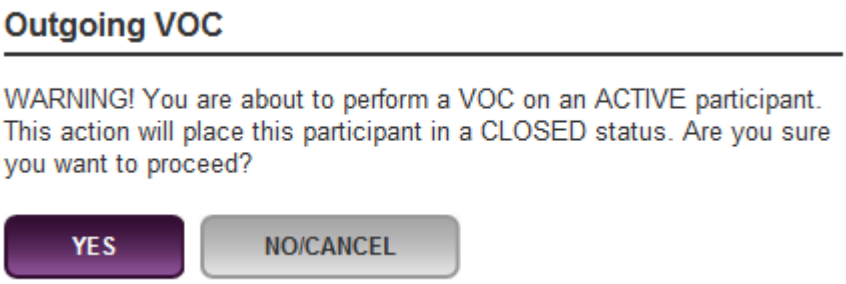
10. Click on the Certify button

11. Click on the Certify button

Outgoing

1. Click on Outgoing VOC button

2. Outgoing VOC View



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

IDAHO WIC GROWING HEALTHY FAMILIES
SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS & CHILDREN

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

Issue Date:
08/02/2012

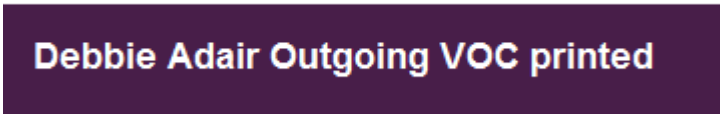
Verification of Certification

Participant Information:
Debbie Adair
Idaho WIC ID: 2010181
Category: Breastfeeding
Priority: 1

Idaho WIC Staffperson: Kona Hunter

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