



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

## 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 I

### Incoming VOC

Cert Begin Date:  Cert End Date:

Issuing State:

Feeding Info: Breastfeeding data does not exist, 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

**Breastfeeding Information**

Was Kinsey ever breastfed?  
 Yes  No  Unknown

At what age did Kinsey first have formula?  
 weeks (0-78)  
 Not Started  
 Unknown

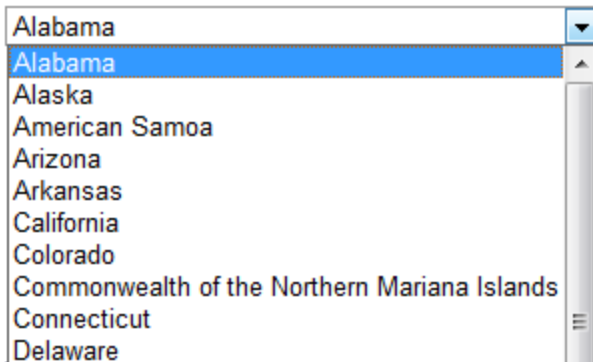
At what age did Kinsey stop breastfeeding?  
 weeks (0-78)  
 Not Stopped  
 Unknown

Why did Kinsey stop or never start breastfeeding?  
 Medical condition mom/infant  
 Inadequate milk supply  
 Breastfeeding management problem  
 Mom returning to work/school  
 Other

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

**Cert Begin Date:**  **Cert End Date:**

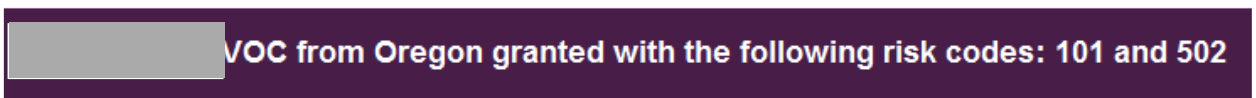
8. Issuing State
- Select the Issuing State from the dropdown



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

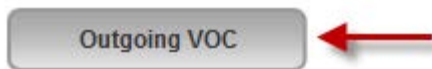


11. Click on the Certify button



## Outgoing

1. Click on Outgoing VOC button



2. Outgoing VOC View

### Outgoing VOC

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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

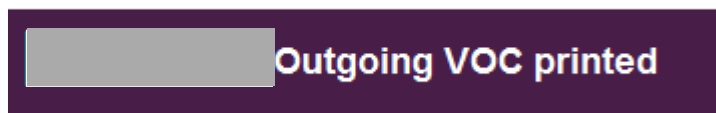
Certification End Date: 8/2/2013

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

