



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

## Incoming

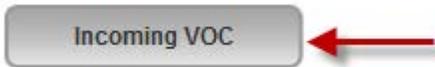
1. Conduct a Participant/Family Search

**HOME**

**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 P

### Incoming VOC

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

**Issuing State:**

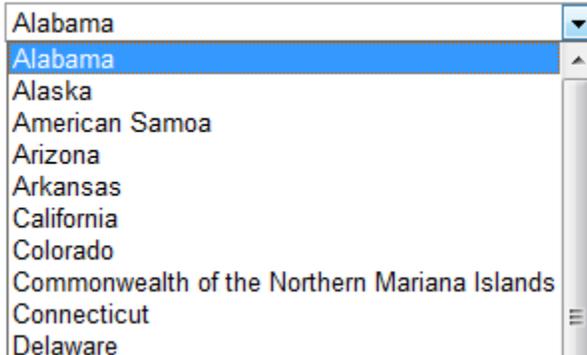
**Pregnancy Info:** EDD: 8/8/2015  
Weeks Gestation: 23  
Type of Pregnancy: Single

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

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

## 7. Issuing State

- Select the Issuing State from the dropdown



## 8. 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

## 9. Click on the Certify button



## 10. Click on the Certify button

**Debbie Adair VOC from Oregon granted with the following risk codes: 101 and 502**

## 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:**

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)

11. 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

