



Foster Families in WISPr

Definitions

A foster child is a child who lives with a foster family but is the legal responsibility of the Idaho Department of Health and Welfare or a tribal authority. For WIC purposes, a foster child is considered a household of one (IWPPM 4-A-5).

- ❖ A foster parent should always bring the placement letter from Idaho Health and Welfare or a tribal authority to every certification appointment for the child as proof that they are foster children (IWPPM Chapter 4) and as proof of the child's income. The letter serves as proof that the child is AE so a verbal may be taken for income if it is not listed on the letter. You will still have to call the help desk to override AE when it does not pull into WISPr automatically.

Things to Remember

- ❖ Each foster child is considered their own family. In WISPr this means that there is only one child on each foster family account.
- ❖ Each foster child must be on their own family account with the foster parent as the RA.
 - If a foster child transfers to a new foster family you should create a new family account with the new RA and transfer the foster child to that family. Assign and issue a new card. **The eWIC card does not transfer with the foster child.**
- ❖ Each foster child will have their own eWIC card.
- ❖ Foster child indicators must be selected on both the family and participant pages.
- ❖ The RA may have multiple families if they have multiple foster children/infants or if the RA has at least one biological child/infant on WIC and at least one foster child/infant on WIC.
 - If a foster child is adopted, they should be moved onto an account with all of the family's biological or adopted children (if applicable). At this point all the biological / adopted children's benefits can be issued on one card.

Adding a New Family Account for a Foster Child

1. Create a family account the way you normally would for any family, using the foster parent's information for the RA.
2. Select the box for "This a Foster family."



3. Do not click the “Also add this person as a participant” box.

Create A New Family

Please tell us about the family you'd like to add to WISPr. All required fields are marked with an asterisk(*).

Responsible Adult: This is a Foster family.

How did you learn about WIC?*

Friend or Family member

First Name:* MI: Last Name:* Suffix: Maiden Name (if any): Date of Birth:*

Minnie Mouse 01/02/1983

Also add this person as a participant; Must be an adult woman who is pregnant, postpartum, or breastfeeding

Homeless?

No

Yes

Do not select

Physical Address:

Street:* Zip:* City:* County:* State:* Proof:*

1234 Street Ave 83702 Boise Ada ID Postmarked Mail (No PO box)

Mailing Address: Same as physical address

Adding a New Foster Child

1. Select “Yes” under “Foster Child” heading
2. Enter the income from the Health and Welfare or tribal authority letter or a verbal from the foster parent

F261905

Other Participants In This Family

Add A Participant

Please tell us about the participant you'd like to add to this family. All required fields are marked with an asterisk(*).

Personal Information:

Idaho Medicaid #: (optional)

Cross Reference #: (optional)

Date of Birth:*

Gender:*

Male

Female

First Name:*

MI:

Last Name:*

Suffix:

SSN:

Has Preferred Name

Foster Child:

Yes

No

Foster Income:*

Mother:*

Demographic Information:

Ethnicity:*

Hispanic

Non-Hispanic

Race:*

White

Asian

Black or African American

American Indian or Alaskan Native

Native Hawaiian or Other Pacific Islander

Language:

WIC Category Information:

Initial Contact Date:*

Application Date:*

Proof of Identity:*

Physically present?*

Separating Foster Children from Shared Family Account

1. Create a new family account with the foster parent as the RA.
2. Select one of the children.



Family Information: F261905 **Clinic: 401**

RA Name: Minnie Mouse DOB: 3/14/1980 Phone: Address: 1234 Street
Boise, ID 83702 Authorized Signer:

Income Determination: Migrant: N Foster Family: Y Homeless: N Referrals:

Participants Include past participants

Status	PID	Cat	First	Last	DOB	End Cert	Alerts	Staff Notes
APP	2158980	C	Dewey	Duck	2/5/2017			
APP	2158982	I	Huey	Duck	1/3/2019			

Staff Notes:

3. In the child’s account click “Transfer Participant”

Huey Duck
F261905 / 2158982

Other Participants In This Family

- >> Participant Summary
- >> Nutrition Assessment
- >> Certification
- >> eWIC Benefits
- >> Assign Food Package
- >> Voided Checks
- >> Nutrition Education
- > WICSmart
- >> Participant Care Plan

Client: 2158982 Family: F261905 Clinic: 401 Cross Ref:

Status: APP Status Date: 5/8/2019 Category: I End Cert Date: Priority

DOB: 1/3/2019 Age: 0 y 4 m

Personal Information

4. Type the new family number in the “New Family” field and click “Next.”



Participants In This Family ▾ Status: Status Date: Category: End Cert Date: Priority

Transfer Participant Huey Duck (2158982)

Current Family:
 F261905 (Minnie Mouse)
 Clinic: 401

New Family:

 OR SEARCH

NEXT **CANCEL TRANSFER**

Transfer History

Family	From	To
F261905	05/08/2019	
F261896	05/08/2019	05/08/2019

Date Author Type Note

5. Check the information on the pop-up screen. It should display the new family account's RA and address.

Participants In This Family: Status: Status Date: Category: End Cert Date: Priority

Transfer Participant Huey Duck (2158982)

Current Family:
F261905 (Minnie Mouse)
Clinic: 401

New Family:
F261896 (Minnie Mouse) [Change](#)
1234 Street
Boise, ID 83702
Clinic: 401

Participants:

REMINDER:

Please ensure that you have completed the following prior to transferring this participant:

- Verify the identity of the Participant
- Ensure contact information is up-to-date
- Review and sign the Participants Rights & Responsibilities

FINISH
CANCEL TRANSFER

Date	Author	Type	Note
No Notes Found.			

6. Notice both children are now on their own family accounts with matching RA information because they live with the same foster family.

Family Information: F261905

RA Name: Minnie Mouse DOB: 3/14/1980 Phone: Address: 1234 Street Boise, ID 83702

Income Determination: Migrant: N Foster Family: Y Homeless: N

Edit Family Info
Add Participant
Income Determination

Transfer History
Appointments
Clinic Transfer

Family Information: F261896

RA Name: Minnie Mouse DOB: 3/14/1980 Phone: Address: 1234 Street Boise, ID 83702

Income Determination: Migrant: N Foster Family: N Homeless: N

Edit Family Info
Add Participant
Income Determination

Transfer History
Appointments
Clinic Transfer

Participants Include past participants

Status	PID	Cat	First	Last	DOB	End Cert
APP	2158980	C	Dewey	Duck	2/5/2017	

Participants Include past participants

Status	PID	Cat	First	Last	DOB	End Cert
APP	2158982	I	Huey	Duck	1/3/2019	





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