

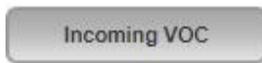


Verification of Certification (VOC): Incoming and Outgoing

Incoming VOC

NOTE: Proof of identity and residency are required. If no proof of identity and/or residency, refer to “VOC – No Proof of Identity and/or Residency” QRC

1. Conduct a Participant/Family Search to see if the participant is already in WISPr
 - o If participant is not in WISPr enter them into the system
2. Click: Incoming VOC on Participant Summary page



3. Enter: Cert Begin and End Dates (certification can be up to a year)

Incoming VOC

Cert Begin Date: Cert End Date:

Issuing State:

4. Select: Issuing State from dropdown
5. Click: Update (if present)
 - o Enter: Required information



6. Assign: Risk Code(s) listed on the VOC

Risk Codes Assigned:

- Risk 92: Wet Nurse
- Risk 101: Underweight Woman
- Risk 111: Overweight Woman
- Risk 131: Low Maternal Weight Gain
- Risk 132: Maternal weight loss in pregnancy
- Risk 133: High Maternal Weight Gain
- Risk 201: Low Hematocrit / Low Hemoglobin

7. Click: Certify



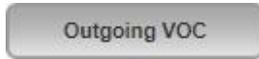
8. Success message will display – participant is in Active Status

VOC from Oregon granted with the following risk codes: 502

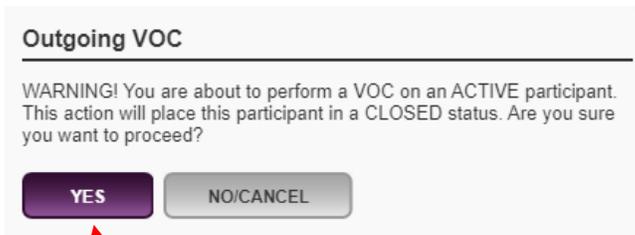


Outgoing VOC

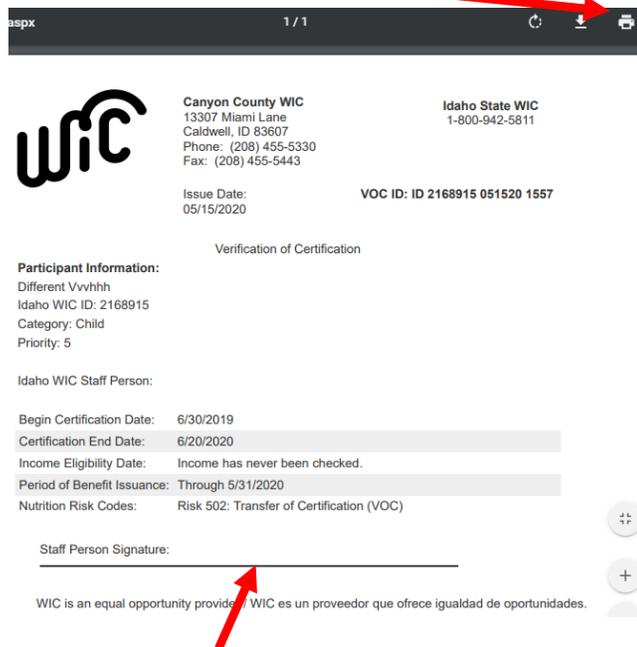
1. Void: Future benefits
2. Click: Outgoing VOC on Participant Summary page



3. Read: Warning message



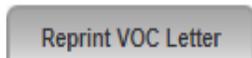
4. Click: Yes to close participant and create VOC
5. Click: Print icon to print VOC



6. Sign: Paper copy of VOC
7. Success message will display – participant is in Closed Status



8. Click: Reprint VOC Letter on Participant Summary page to reprint the VOC letter





IDAHO DEPARTMENT OF
HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH



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