Georgia Department of Public Health

Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

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MEMORANDUM

ACTION MEMO #16-09

TO: District Nutrition Services Directors

FROM: Angela Hammond-Damon, IBCLC
Deputy-Director
Office of Operations and Nutrition Services

DATE: December 10, 2015

SUBJECT: Eleven (11) Month Infant/Final Month Voucher Issuance

The Georgia WIC Program has sought clarification concerning proration for categorically ineligible participants and for participants that are due to be recertified; hence, The United States Department of Agriculture (USDA) has provided clarification. Additionally, the program was provided clarification regarding the eleven (11) month "infant" food package issuance procedures.

Therefore, this memorandum is written to provide updated guidance for food package proration requirements and issuance of the "infant" food package for the eleven (11) month old participant.

Final Month Voucher Issuance

Federal regulations state, "All participants are eligible for a **full-months'** worth of food benefits for their final month of eligibility, regardless of whether the final month is a calendar or a rolling month." Georgia currently uses a rolling month calendar for voucher issuance. The above statement dictates that participants receive a full food package if the first day to use date on the voucher is prior to their categorical termination date or their recertification due date.

For example, if a child participant is on a 25th - 24th monthly cycle and reaches five years of age on November 15th, his/her final-month's food benefits (full package) are for the period October 25th - November 24th.

In the case where a participant is due a recertification, they may already have a full month of benefits because they were issued vouchers that would take them through their recertification due date. These participants are still eligible to receive benefits based on category; however, they must go through the recertification process to determine if they are eligible based on income and nutritional risk.

In reference to the child example above, if the child were three (3) years of age instead of five (5) and he/she has already received a full month of benefits for October 25th- November 24th, the child must be recertified in order to receive their next set of benefits.

In summary,

- If the "first day to use" date on the vouchers is **before** the categorical termination date or the recertification due date, then the participant receives the full food package for that month.
- If the "first day to use" date is **after** the categorical termination date or the recertification due date, the participant does not receive any vouchers.
- If the "print date" is **greater than** the "certification due date" or "categorical termination date", participant cannot receive vouchers.

Note: These procedures do not supersede the proration for late pick-up procedures. Existing proration procedures for late pick-up still applies.

Eleven (11) Month "Infant" Food Package

The memo states, "For certification periods covering a participant's transition from infancy into childhood, the State agency must provide the participant with an infant food package and report his/her as an infant participant on the FNS-798 through the calendar month or rolling month during which he/she reaches one (1) year of age. Beginning with the next issuance month (the month following the first birthday), the State agency must change the category of the participant from infant to child, provide him/her with a child food package, and report him/her as a child participant on the FNS-798". Therefore, all infants who are eleven (11) months of age must be issued an "infant" food package. They cannot be issued a "child" package until their first birthday (12 months, 0 days).

Infants certified after six (6) months of age will be transitioned to a "child" food package for the first month's vouchers with a "first day to use" after their first birthday.

Participants may be certified as a "child" at eleven (11) months and one (1) day. This "child" will receive an "infant" package for any vouchers with a "first day to use" prior to their first birthday. They will be transitioned to a "child" food package for the following month's vouchers with a first day to use after their first birthday. For all participant's certified between eleven (11) and twelve (12) months of age, users will now be asked to assign the last (most current) "infant" food package code and feeding type, as well as, the "child" food package code.

Updating WIC Type from Prenatal to Postpartum Status

A sub-certification is required to change prenatal women to either a breastfeeding woman or a non-breastfeeding woman. CSC will no longer allow a prenatal to change WIC types with an "update" transaction.

The changes mentioned above will become effective January 4, 2016. System work orders have been sent to the front-end developers to help with these procedures.

Action Steps:

- Participate in training via VICs on December 15, 2015.
- Review and train staff on new procedures by January 4, 2016.
- Submit documentation of staff training; including sign-in sheets, training materials, etc.
- Submit an evaluation plan, describing how the new procedures trained on will be monitored and evaluated, to Sonia.Jackson@dph.ga.gov, Operations Manager, by January 8, 2016.
- Monitor procedures or prorating and eleven (11) month old issuance during self-reviews and clinic visits.

If you have any questions regarding this information, please contact Sonia Jackson at 404-657-2908 or via email at sonia.jackson@dph.ga.gov.

Attachments

c: Debra L. Keyes, MA, RD - Director, Georgia WIC Program
Sonia Jackson - Program Delivery & Review Manager
Todd Stormant, RD, LD - Nutrition Operation Manager
District Health Directors
WIC Deputy Directors
WIC Managers
WIC Regional Advisors
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