

Effective date: October 1, 2016

No. of pages: 1

Policy

Official WIC documents must be typed or completed in blue or black non-erasable ink. All corrections and updates must be initialed and dated. Never use pencil, red ink, or correction fluid (white out), nor scratch out or writing over errors. Late entry additions may be added to official WIC documents.

Purpose

To ensure official WIC documents are properly completed, and to standardize how corrections and insertions of additional information on official WIC documents are made.

Procedures

- I. To make corrections on an official WIC document the local agencies must:
 - A. Make a single line through the error.
 - B. Initial
 - C. Date
 - D. Make the correction near the line

- II. Add missing documentation according to the following procedure:
 - A. Write the words "LATE ENTRY" in caps in the space where the correction needs to be made.
 - B. Make the necessary "LATE ENTRY" documentation.
 - C. Sign your initials and date the change.

Authority

Georgia WIC Program Policy

Definition/Supporting Information

Official WIC Documents - include, but are not limited to: WIC Assessment/Certification forms, ID cards, VOC cards, voucher registers, inventory logs, vouchers, voucher receipts and health records.