

Thirty Day Policy**Policy No. CT- 840.02**

Effective Date: October 1, 2016

No. of Pages: 3

Policy

A thirty (30) day temporary certification period exists when a participant or existing client/caregiver does not provide proof of client identity, residency, or income (or cannot be verified by staff as adjunctively eligible) but a WIC staff member has determined that the participant meets all other eligibility criteria. One month of benefits may be issued.

If the participant provides all proofs within the thirty-day period and is determined to be eligible, the participant is certified for the full certification period, beginning with the date that the WIC benefits were initially provided.

If the participant fails to provide the proof within the thirty-day time limit or provides proof and is found to not meet eligibility criteria, the individual shall be determined ineligible.

Under no circumstances can a second, subsequent thirty-day certification period be used if the participant fails to provide the required proof. If that same person returns after the thirty-day period, the certification expires, and a new eligibility determination must be conducted. A new initial contact date must be documented for all terminated thirty-day participants.

Purpose

To minimize barriers and allow time for participants to obtain documentation for program eligibility. To increase participation and provide good customer service.

Procedures

- I. If a participant's eligibility is pending due to an inability to provide proof of identity, residency, or income at the time of the certification appointment, the local agency (LA) must:
 - A. Complete and issue a [Thirty \(30\)-Day Temporary Certification Form](#)
 - B. Issue one month of vouchers
 - C. Issue a WIC ID card
 - D. Provide WIC services as needed during the thirty (30) day grace period
 - E. Schedule the participant for voucher pick up for the following month and ask them to bring in the missing proofs at that time or at an earlier time as determined by the local clinic.
 - F. Explain to the individual that they have thirty (30) days to bring in the missing proof(s) and/or risk being removed from the program for failure to bring in the acceptable proof by the given date.

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- G. Explain to participant, they may be terminated, if the information provided indicates that they are ineligible for the program.
- II. When the participant provides the required proofs within the thirty-day timeframe and is determined eligible:
- A. Enter the participant's updated proof code and date in the "UP" field on the printed certification form and send an update transaction Turnaround Document (TAD) to DXC Technologies.
 - B. Update the in information by changing the "verified on" date in Georgia Gateway for the missing verification and updating the verification field (see **Verification Checklist** job aid in Gateway).
 - C. Rerun Eligibility Determination Benefit Calculator (EDBC) and authorize case.
 - D. Change interval code (if applicable), to issue three months of benefits.
- III. When the participant provides the proof within the thirty-day period and is found to not meet the eligibility criteria, the LA shall terminate the individual from the program.
- IV. When the participant returns the information after the initial thirty-day period, the LA must
- A. Start the certification process over and request current residency and income information due to the certification expired and a new eligibility determination must be conducted.
 - B. Ensure the income documentation presented is within the current thirty-day period. For example, the participant may not have provided income verification at certification but did not return with the proofs until ninety days later.
 - C. Enter the new income in Georgia Gateway and re-run the Eligibility Determination Benefit Calculator (EDBC) to update the income. Authorize case.
 - D. Document new initial contact date for all terminated thirty-day participants.
 - E. Complete certification process and issue vouchers.

Authority

7 C.F.R. § 246.7(c)(2)(i), 246.7(d)(1)(v), and 246.7(i).

Reference: Federal WIC Policy Memorandum #2013-3

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Definitions/Supporting Information

Proofs: Reasonable documentation of personal identity, income and current residency as approved by the state WIC program or local coordinators.

Thirty (30)-day Temporary Certification - exists when an applicant or existing client/caregiver does not provide proof of client identity, residency, or income (or cannot be verified by staff as adjunctively eligible) but a WIC staff member has determined that the applicant meets eligibility criteria based on reported information.