

Guardianship**Policy No. CT- 800.15**

Effective date: October 1, 2016

No. of pages: 2

Policy

When an infant/child participant has a new primary caregiver, the local agency must document the change in infant's/child's WIC record. No WIC services or vouchers can be provided to the original caregiver once the local agency (LA) has been notified of the caregiver change. The LA cannot provide WIC services to the new caregiver until [Caregiver's Statement of Change Form](#) has been completed.

Official documents are not required, however local agency staff may accept a written note from the previous caregiver regarding the change if there is no official documentation. EXAMPLE: Parent leaves the child with a relative/friend for a specified period of time. Local agency staff may accept a signed note from the parent stating the change of caregiver. If a statement is not available (parent incarcerated or cannot be located) use the [Caregiver's Statement of Change Form](#) as documentation.

Purpose

To ensure there are no barriers to the issuance of vouchers for infant and children participants who change caregivers during a certification period.

Procedures

- I. Have the new caregiver sign a [Caregiver's Statement of Change Form](#) and a [Rights and Responsibilities Statement](#)
- II. Place the signed documentation in the participant's WIC record or scan into the front-end system or Georgia Gateway system.
- III. Replace an infant/child's vouchers, as necessary, when the previously issued vouchers were not given to the new caregiver. LA must:
 - A. Search Georgia WIC Information System (GWIS) for last voucher issuance and voucher redemption.
 - B. Report the unused vouchers issued to the first caregiver on Lost, Stolen, and Destroyed voucher report.
 - C. Submit a copy of the report to DXC Technology and the assigned Operations Specialist for the district.
 - D. Document on the new voucher receipt "Change in Custody" when issuing a replacement set of vouchers to the new caregiver.

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- E. Provide the new caregiver a new WIC ID card.
- F. Explain how to use the vouchers and the use of authorized vendors.

Authority

7 CFR §246.12 ¶(r)(1)—Food Delivery Systems
O.C.G.A. § 29-2-22 (a)(2)

Definitions/Supporting Information

Caregiver: The parent or legal guardian of an infant or child. A caregiver may also be an individual who is neither a biological or step parent, nor a legal guardian, who provides financial support and care of an infant or child that resides in his/her/their home.

Foster Parent: Volunteers who provide temporary care to children who have been placed in the temporary, legal custody of the local Department of Family and Children Services. Foster parents work as a part of a team to assure that a child's physical, emotional, medical and psychological needs are met while they are in foster care.

Guardian: An individual who has been granted legal responsibility for a child.

Parent: The biological, adoptive, or stepparent of an infant or child.