

MEMORANDUM

ACTION MEMO #14-01

TO: District Health Directors
District Administrators
District Program Managers
District Nutrition Services Directors

FROM: Debra L. Keyes, MA, RD 
Director
Georgia WIC Program

DATE: October 18, 2013

SUBJECT: Three Month Voucher Issuance

Effective Monday, October 21, 2013, clinic staff may resume normal clinic voucher issuance procedures to participants. This can be one, two, or three month's issuance depending on the participant's scheduled voucher interval code. Voucher interval codes must be updated to reflect the correct months of issuance. **Please issue vouchers equivalent to the months to place participants on their normal pickup schedule.**

The WIC caseload may have experienced a decrease during the time of the government shutdown; it is vital that your staff contact all participants to encourage them to keep their certification and voucher pick-up appointments. Also continue to contact participants on your Clients Without Issues Report to schedule missed voucher pickup appointments.

The State will be constantly monitoring our caseload and funding obligations to keep you updated prior to the January 2014 date if changes occur. Thank you for your cooperation during this time.

If you have any questions, please contact Sonia Jackson or Lynn Flen at (404) 657-2900.

c: Lynn A. Flen, Deputy Director, Program Operations & Nutrition Services
WIC Deputy Directors
Sonia Jackson - Program Manager
WIC Managers

