

Purpose: Describe the process and considerations that need to be made if a client has a short certification for missing proof of identity, residency, or income.

Background: Effective 10-13-23, [Policy 2.17](#) has changed and a short certification of 60 days for missing proof of identity or residency is no longer allowed. If a client is missing proof of identity, residency or income, a short certification of 30 days may be assigned. Additionally, if a client is missing more than one of three required proofs, the certification cannot be completed.

Process:

If a client is missing one of three required proofs (identity, residency, or income):

- A short certification should be assigned.
- The “Term Date” must be manually changed from 60 days to 30 days for missing proof of identity or residency. See below for step-by-step instructions.

If a client is missing more than one of three required proofs (identity, residency, or income):

- The certification cannot be completed, and
- The client should be rescheduled.

Considerations:

- If a client is missing only one of three required proofs, the appointment can be completed, and a Short Cert can be issued. The “Term Date” will default to 30 days for missing proof of income and no changes need to be made. The “Term Date” will default to 60 days for missing proof of identity or residency and must be manually changed from 60 days to 30 days.
 - When manually changing the “Term Date” field, staff should count 30 **calendar** days from the date of the appointment. **NOTE:** In some instances, 30 **calendar** days does not equal one month.
 - To do this, staff should:
 - Go to the Cert Action screen.
 - Add a row in the grid. A pop-up will appear the with reason for short certification. Click “OK.”

MI-WIC
Michigan's Management Information for WIC

Active Record
pig, peppa
Cat: PG (female)
ID: 300 876 636
DOB: 5/6/1995
Age: 28 yrs, 5 mos
Cert:
Status: Pending

Scheduling Tasks
Guided Script
Family Information
Client Information
Cert Action
Lab
Medical
Breastfeeding
Nutrition History
Mid-Certification
Nutr & Hlth Summary
Nutrition Education
Referrals
Food Prescription
Issue Benefits
Schedule Appt
Print Documents

Client Care
Exit

9.4.0.6

File - Sched

Last M
Expected
Actual De

miwic-uat.state.mi.us says
The Client is being short certified because
- No proof of residency supplied

OK

Help - Messages Wed 10/11/2023

87

ert: ☒
ent:

ason	Term Date	Notes

Add Remove 30 Day Extension

Category Change Save Cancel Next

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- On the row for the Pending Certification, staff should manually change the "Term Date" to 30 days from the date of the appointment.

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9.4.0.6

File - Scheduler - Certification - Benefits - Miscellaneous - Reports - Help - Messages Wed 10/11/2023

---pig, peppa (PG) * 300 87

Last Menstrual Period(LMP):
Expected Delivery Date(EDD)*: 1/24/2024
Actual Delivery Date(ADD)*:

Present for Cert: ☒
Reason not present:

Cat*	Cert Start*	Cert End*	Cert Reason*	Term Reason	Term Date	Notes
PG Woman Pregnant	10/11/2023	03/06/2024	Certification	Proof not Provided	12/10/2023	Short Cert 10/11/2023

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

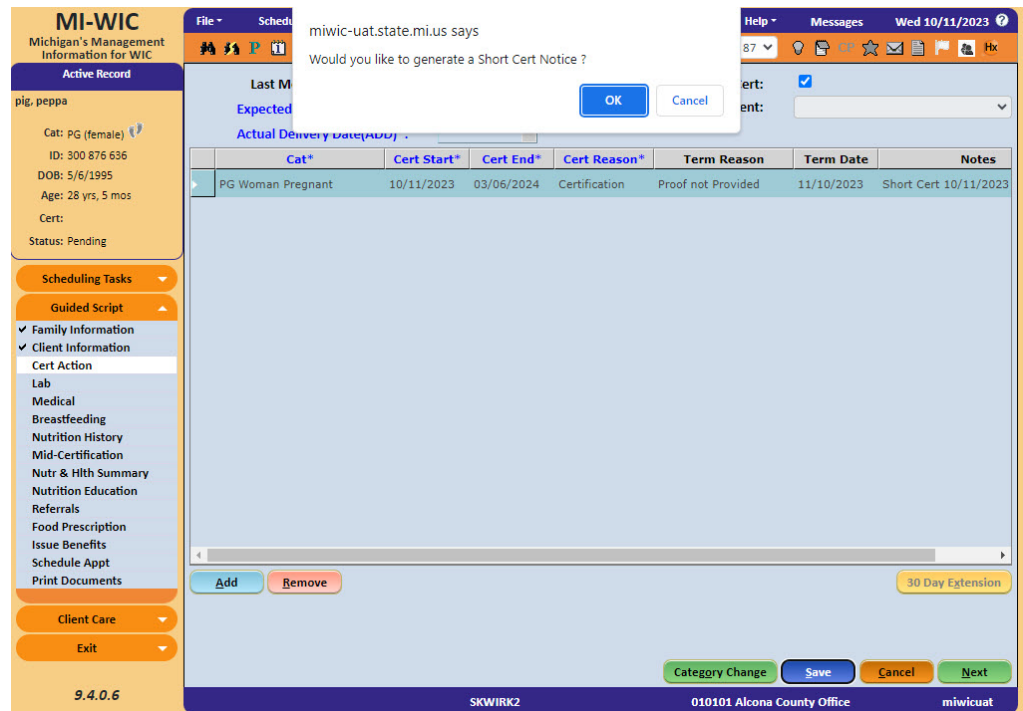
Add Remove 30 Day Extension

Category Change Save Cancel Next

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- Save the screen.

- A pop-up will appear asking if you would like to generate a Short Cert Notice. Click “OK.”



- The date on letters (on-demand and auto-mailed) will be automatically updated to reflect the new “Term Date.”
- If a client is missing more than one of three required proofs, the appointment cannot be completed and should be rescheduled. Currently, MI-WIC will not stop the appointment from being completed, so this must be done manually.
 - To do this, staff should:
 - Inform the client the appointment cannot be completed if they are missing more than one of three required proofs.
 - Enter a note in MI-WIC detailing that client was notified of this.
 - Reschedule client at a later date/time when at least two of three required proofs can be provided.