

PURPOSE: To allow WIC clients to receive uninterrupted benefits when moving from one WIC agency to another.

A. POLICY:

1. The Verification of Certification (VOC) is used for identifying clients enrolled in WIC and shall be honored at any WIC agency during the certification periods specified.
2. The local agency shall issue a VOC to each client participating in the WIC Program. The VOC shall be issued to the authorized person at the time of each certification.
3. The VOC must contain:
 - a. Client's name
 - b. Certification beginning and ending dates
 - c. Date of last income determination (for migrant clients only)
 - d. Client nutritional risks
 - e. Local agency name, address, and phone number.
 - f. Signature and printed name of local agency official
 - g. VOC identification number
4. Persons presenting a Verification of Certification (VOC) from another local agency, state, or Native American WIC Program, or the Department of Defense's WIC Overseas Program, shall be treated as a transfer, as long as the clients named are within a current certification period (see Policy 3.04 Transfers).
5. Clinic staff shall replace VOC for clients who request replacement.

Reference:

WIC Federal Regulations 7 CFR 246.7(k)(4)
USDA WIC Policy Memo #2016-4

Cross Reference:

3.04 Transfers