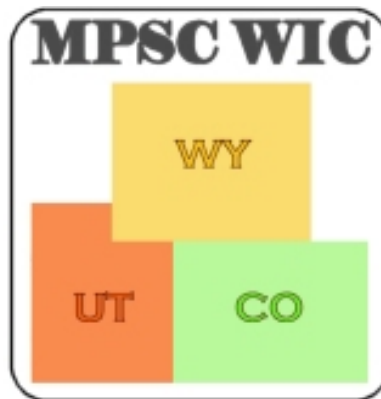

**Mountain Plains States Consortium
WIC System Project**

**DETAILED FUNCTIONAL DESIGN DOCUMENT
CS 4 CLINIC SERVICES CERTIFICATION
SCREENS**

Presented to:



Revision Date: May 6, 2011

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CO Contract #WIC0601052
CIBER Project #CODPH00201

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Document Revisions

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1 Certification

The Certification screen allows the user to complete the certification of a participant. It performs editing to ensure that all data required for certification has been provided and is valid. When errors are detected, the certification fails and the reason or reasons are displayed in a pop-up error message. If no errors are detected, the participant is certified, the system updates the participant’s WIC Status, if necessary, assigns a new certification end date, and determines their categorical eligibility end date. This screen can also be used to view the history of a participant’s previous certifications.

The Certification screen consists of participant information fields that are read-only, plus date fields that are populated by the system for existing certifications or entered by the user for new certifications. Buttons facilitate terminating and reinstating certifications, fulfilling proofs from provisional certifications, and extending certification end dates to help align family certification dates.

> Certification/Termination > Certification

<Family Header (See CS Overview)>

<Participant Sub-Header (See CS Overview)>

The screenshot displays the Certification screen interface. On the left is a vertical sidebar with buttons: Certify, Summary, Signature, Fulfill Prov, and Modify Cert End Date. The main area contains the following fields:

- Certification Dates:** 11/15/2006 (dropdown), navigation: < 1 of 99 >
- Initial Certification Date:** 11/15/2005
- Certification End Date:** 05/15/2006
- Modified CED:** (dropdown)
- Application Type:** Regular
- Certification Category:** Child
- Categorical Elig End Date:** 12/23/2008

A sub-section titled "Termination" is shown below, containing:

- Record Dates:** 12/31/2006 (dropdown), navigation: < 1 of 99 >, buttons: New, Edit
- Termination Reason:** Failure to provide proof of income (dropdown)
- Effective Date:** 12/31/2006 (dropdown)
- Staff Member:** Eddie Nelson
- Reinstatement Section:**
 - Reinstatement Date:** 01/04/2007 (dropdown)
 - Reason:** Incorrectly Terminated (dropdown)
 - Staff Member:** Lila Jones

The screen shot has not been updated, but there is a Termination – Delete button to the right of the Termination – Edit button.

Control	Description	
Certify	<p>Clicking the Certify button causes participant information to be submitted for verification against the Certification Algorithm. If the participant passes all edits the participant is certified. The results of the attempted certification are displayed in the Certification Results screen. If a participant passes, a Certification End Date and Categorical Eligibility End Date are computed.</p> <p>If the participant does not pass all of the edits, a results screen is displayed.</p>	
	Type	Command Button
	Hot Key	Alt + Y
Summary	<p>Clicking the Summary button causes the Certification Summary to be displayed. This is a summary screen of certification data for the currently selected certification date.</p> <p>The Summary button is always enabled.</p>	
	Type	Command Button
	Hot Key	Alt + U
Signature	<p>Clicking the Signature button causes the Endorsers' signature to be automatically requested. The signature pad display is activated and text is displayed. A pop-up is seen by the WIC user that also displays the text shown on the signature pad and also allows for the signature to be reviewed and captured again if necessary. See Signature Capture for details.</p>	
	Type	Command Button
	Hot Key	Alt + I
Fulfill Prov	<p>Clicking the Fulfill Prov button causes the missing proofs that caused the provisional certification to be verified and the Income Eligibility check to be run. See Provisional Certification for additional details.</p>	
	Type	Command Button
	Hot Key	Alt + L
Modify Cert End Date	<p>Clicking the Modify Cert End Date button enables the Modify CED date picker. This allows the user to change the certification end date (forward or backward) on Active certifications.</p>	
	Type	Command Button
	Hot Key	Alt + M

Control	Description			
Certification Dates	This is the record selector for Certification Dates. It contains the date(s) a currently certified participant was certified. The drop-down and spin control allow selection of historical Certification records.			
	Type	Record Selector		
	Contents	Dates of certifications, format mm/dd/yyyy, listed in chronological order with most recent at top.		
	DB Column	Certification.StartDt		
Initial Certification Date	This date is the effective date of the Participant's first certification for benefits in the WIC Program.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	Certification.StartDt		
Certification End Date	This date is the end of the current certification period. If the VOC indicator = YES, then this date is set to the Out-of-State VOC Last Certification End Date.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	Yes
	DB Column	Certification.EndDt		
Modified CED	This date is selected by the user to better align family member's certification periods. This date picker is enabled when the Modify Cert End Date button is clicked.			
	Type	Date Picker		
	Required	Yes, if Modify Cert End Date button clicked		
	Display Only	No	Calculated	No
	DB Column	Certification.EndDt		

Control	Description				
Application Type	This indicates if the type of application: Regular, PreCertification, VOC, or Provisional.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	Certification.ApplicationTypeCd			
Certification Category	This read-only text displays the Certification Category of the infant or child participant.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	Display as "Infant" or "Child"			
	Display Only	Yes	Calculated	No	
	DB Column	Participant.ChildCertificationIn			
Categorical Eligibility End Date	This date is the date that a participant is no longer categorically eligible to receive WIC benefits. A system parameter determines the display of this field.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	Mask of mm/dd/yyyy			
	Display Only	Yes	Calculated	Yes	
	DB Column	Certification.CategoricalEligibilityEndDt			
Termination - New	Clicking the New button adds a new Termination record. The Record Date is set to today's date. The Termination - Staff Member field is completed. The New button is enabled when the participant's WIC Status is Active.				
	Type	Command Button			
	Hot Key	Alt + N			

Control	Description	
Termination - Edit	<p>Clicking the Edit button allows the fields within the Termination group box to be edited.</p> <p>The Edit button is enabled when there is a termination record, the certification end date has not been reached, and the user has the security rights to edit a record. Security rights dictate who can edit a record past today's date.</p>	
	Type	Command Button
	Hot Key	Alt + T
Termination - Delete	<p>Clicking the Delete button allows the user to delete a future dated Termination record.</p> <p>The Delete button is enabled when there is a termination record with a future Termination - Effective date.</p>	
	Type	Command Button
	Hot Key	Alt + D
Termination - Reinstatement	<p>The Reinstatement button enables the Reinstatement - Date and Reinstatement - Reason so that the terminated certification record can be reinstated.</p> <p>The Reinstatement button is enabled by the Termination - Edit button when there is a termination record with an Effective Date less than or equal to today's date and there is no Reinstatement Date for the same Termination record.</p>	
	Type	Command Button
	Hot Key	None
Termination - Record Dates	<p>This is the record selector for terminated records. It contains a list of Termination Dates.</p>	
	Type	Record Selector
	Contents	Lists Termination Dates. Formatted mm/dd/yyyy with most recent listed at top.
	DB Column	CertificationTermination.RecordedDt

Control	Description			
Termination - Termination Reason	This list box has various reasons why the Certification record is being terminated. If a Termination Batch process initiates the termination, then the appropriate termination reason will be filled in through the batch process.			
	Type	List Box		
	Required	Yes		
	DB Column	CertificationTermination.CertTermReasonCd		
	Code ID	Certification Term Reason This code element is editable but these installed values are non-editable: Failure to provide proof BF 1 yr postpartum Over income Child's 5 th birthday Deceased Failed to reapply Not BF 6 mo postpartum Disqualification ended No recent FB pickup Categorically ineligible No risk Removed from Waiting List Dual Participation in WIC Dual Participation with CSFP		
Termination – Effective Date	When the Termination Reason is selected, the system determines the Termination – Effective Date. The user can edit the date unless the reason is one of the four immediate termination reasons. (See business rules for specific reasons.) The Termination Effective Date is the day on which the participant's WIC Status will be displayed as Terminated. If a Termination batch process initiated the termination, this is the date that the participant was termed by the system .			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	Calculated	No
	DB Column	CertificationTermination.EffectiveDt		

Control	Description			
Termination - Termination Staff Member	The name of the staff member who is terminating the Certification is auto-populated based on the user id of the person currently logged on and cannot be edited. If a Termination batch process initiated the termination, then System System is entered through the batch process.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationTermination.InsertStfpID		
Reinstate - Date	This date is the date the Certification was reinstated. It is enabled if the Termination – Effective Date is less than or equal to today.			
	Type	Date Picker		
	Required	Yes, if reinstating a certification record.		
	Display Only	No	Calculated	No
	DB Column	CertificationTermination.ReinstateDt		
Reinstate - Reason	The reason the Certification was reinstated.			
	Type	List Box		
	Required	Yes, if Reinstate date is entered.		
	DB Column	CertificationTermination.ReinstateReasonCd		
	Code ID	Reinstate		
Reinstate – Staff Member	The name of the staff member who is reinstating the Certification. This is auto-populated based on the user id of the person currently logged on and cannot be edited.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationTermination.ReinstateStfpId		

Business Rules**Family and Participant Header Rules**

1. Display Family Header information in the Tool Bar.
2. Display Participant Sub-Header at the top of this screen.
3. If View is set to Show Over Age and Deceased, then all participants (members with a WIC Status) are displayed in the Participant Record selector.
4. If View is set to not Show Over Age and Deceased, then only participants (members with a WIC Status) that are women, children < 5 years of age, and non-deceased participants are displayed in the Participant Record selector.
5. Participants appear in the record selector in age order, starting with the oldest.
6. Maintain the participant in the record selector when moving between screens.

General Business Rules

7. For a participant with WIC Status = Pending, the Certify button is enabled until a certification has been recorded.
8. For a participant with WIC Status = Active and ApplicationType = REG, VOC, or PREC and the participant's current CED and CEED do not match, then the Certify button is enabled 30 days prior to the CED.
9. For a participant that is provisionally certified (WIC Status = Active and ApplicationType = PROV), the Certify button is not enabled.
10. Display an error message if the calculated Certification Start Date is greater than the Categorical Eligibility End Date (CEED).
11. When clicking the Certify button for an infant in the "transition month" (within 30 days of Infant DOB + 1 year), determine if a certification category has been set.
 - a. If the Child Certification indicator = Yes, then run the certification algorithm based on the Child participant category.
 - b. If the Child Certification indicator = No, then run the certification algorithm based on the Infant participant category.
 - c. If the Child Certification indicator = null, then display a dialogue message box. "Do you want a Child Certification?" Yes/No
 - i. If Yes is selected, set the Child Certification indicator to Yes and run the certification algorithm based on the Child participant category.
 - ii. If No is selected, set the Child Certification indicator to No and run the certification algorithm based on the Infant participant category.
12. When clicking the Certify button for all participants other than an infant in the "transition month", the Certification algorithms are run.
13. Display the Certification Category field based on the participant category and the child certification indicator.
 - a. If the participant was an Infant at the time the Certification record was created, then evaluate the Child Certification indicator.
 - i. If the Child Certification indicator was set to Yes before the Certification record was created, then display the field as Certification Category: Child.
 - ii. If the Child Certification indicator was set to No before the Certification record was created, then display the field as Certification Category: Infant
14. Save the family data before the certification algorithm is run.
15. Validate required fields when the Certify button is used.
16. Display errors in Certification Results pop-up if any of the required values for the

Business Rules

- certification algorithms are not present in the record.
17. The display of the Categorical Elig End Date is dependent on a system parameter, ClinicServices.ShowCategoricalEligibilityEndDate.
 18. Display error if Voter Registration parameter is set to yes, ClinicServices.UseVoterRegistration, and the Certify button is clicked when a Voter Registration record that was created less than [parameter], ClinicServices.Certify.VoterRegistrationMaxDays, days prior to the Certification Start Date does not exist.
 19. Pregnancy information dated no more than [parameter], ClinicServices.Certify.PregInfoMaxDays, days prior to the Certification Effective Date is required. If the Certify button is clicked when Pregnancy data was not entered for a pregnant woman, the user should be notified.
 20. If a certification is successful, set the Cert_ID of the most recent risk record available (where Cert_ID = null) so that the certification and risk records are associated.
 21. When the Certify button is clicked and a successful certification results, including a successful provisional certification, the system automatically stores a snapshot of the data used for certification. Data included in the Summary from the Certification Snapshot is detailed in the Summary section of this DFDD.
 22. If the user attempts to move away from this family (go search for another family, go issue benefits for another family, etc.), the user is prompted with a Save confirmation message if any family data has been updated. Required fields are validated.
 23. When the certification algorithm is run for an infant or a child that has an Expected DOB recorded and that participant is linked to a Pregnancy record, verify that the woman's EDD and the infant or child's Expected DOB is the same. If not, display an error in the Certification Results pop-up.
 24. When the certification algorithm is run for an infant or a child and that participant is linked to a Pregnancy record, verify that the woman's ADD and the infant/child Date of Birth is the same, except if Multi-fetal gestation is checked in the pregnancy record, then the Child DOB can be greater than the woman's ADD by 1 day. If not, display an error in the Certification Results pop-up.

Certification Start Dates

25. New Certifications are defined as:
 - Applicants new to WIC,
 - Participants who have been on WIC, but the last CED is in the past,
 - Precertified Priority 2 Infants or Pregnant women coming in for a full certification and
 - Women changing participant categories.
 - In each case, the participant will have a WIC Status = Pending when the user is trying to Certify them.
26. Recertifications are defined as infants and children who have been on WIC, and the current certification is still active (have not reached the CED).
 - In each case, the participant will have a WIC Status = Active when the user is trying to Certify them.
27. Certification Start Date is set based on the following:
 - a. For a new certification, set the start date to today's date.
 - b. For a recertification, set the start date to the first day after the most recent CED.

Business Rules**Regular Certification and Provisional Certification****28. Certification End Date – New Certifications – Calendar month**

- a. If state is using Calendar months, as defined in system parameter, FI.FoodIssuanceCycle, set the CED to the end of the month of the calculated date.
- b. Calculations
 - i. Pregnant Woman is Expected Delivery Date + six weeks (42 days)
 - ii. Breastfeeding Woman is Actual Delivery Date + one year
 - iii. Not-Breastfeeding Woman is Actual Delivery Date + six months
 - iv. Infants < seven months is Date of Birth + one year
 - v. Infants >= seven months is Certification Start Date + five months
 - vi. Child (one year to four years six months) is Certification Start Date + five months
 - vii. Child (greater than four years six months) is to the last day of the month of the fifth birthday

29. Certification End Date – New Certifications – Rolling month

- a. If state is using Rolling months, as defined in system parameter, FI.FoodIssuanceCycle, set the CED to the calculated date.
- b. Calculations
 - i. Pregnant Woman is Expected Delivery Date + six weeks (42 days)
Example 1: EDD = 3/26/2011, then CED = 5/7/2011
 - ii. Breastfeeding Woman is Actual Delivery Date + one year
Example 1: ADD = 8/12/2010, then CED = 8/12/2011
 - iii. Not-Breastfeeding Woman is Actual Delivery Date + six months
Example 1: ADD = 8/1/2010, then CED = 2/1/2011
Example 2: ADD = 8/30/2010, then CED = 2/28/2011
Example 3: ADD = 8/31/2010, then CED = 2/28/2011
 - iv. Infants < seven months is Date of Birth + one year
Example 1: DOB = 8/12/2010, then CED = 8/12/2011
 - v. Infants >= seven months is Certification Start Date + six months minus 1 day
Example 1: Certification Start Date = 8/1/2010, then CED = 1/31/2011
Example 2: Certification Start Date = 8/10/2010, then CED = 2/9/2011
Example 3: Certification Start Date = 8/30/2010, then CED = 2/28/2011
Example 4: Certification Start Date = 8/31/2010, then CED = 2/28/2011
 - vi. Child (one year to four years six months) is Certification Start Date + six months minus 1 day
Example 1: Certification Start Date = 8/1/2010, then CED = 1/31/2011
Example 2: Certification Start Date = 8/10/2010, then CED = 2/9/2011
Example 3: Certification Start Date = 8/30/2010, then CED =

Business Rules	
	28/2011
	Example 4: Certification Start Date = 8/31/2010, then CED = 2/28/2011
	<ul style="list-style-type: none"> c. If state is using Rolling months, as defined in system parameter, FI.FoodIssuanceCycle, set the CED for a Child (greater than four years six months) to the last day of the month of the fifth birthday.
30.	System parameter, ClinicServices.Certify.Provisional.ProofOfAdjunctEligibility, determines if a participant can get provisionally certified without proof of AdjunctEligibility
31.	If the Certify button is clicked when Proof of Adjunct Eligibility has not been completed (No participant data showing adjunct eligibility within [parameter], defined in, ClinicServices.ProvisionalCertificationNoProofAdjEligMaxMonths, months of the Certification Start Date): <ul style="list-style-type: none"> a. Display error if the Proof of Adjunct Eligibility maximum number of months is 0. Proof of adjunct eligibility is required. b. If the Proof of Adjunct Eligibility maximum number of months is greater than 0 and no other errors exist, display Failed message on Certification results pop-up. User will determine if provisional certification will be completed.
32.	System parameter, ClinicServices.Certify.Provisional.ProofOfID, determines if a participant can get provisionally certified without proof of ID.
33.	If the Certify button is clicked when the participant Proof of Identity has not been completed (No participant data showing proof of ID within [parameter], defined in, ClinicServices.ProvisionalCertificationNoProofIDMaxMonths, months of the Certification Start Date): <ul style="list-style-type: none"> a. Display error if the Proof of ID maximum number of months is 0. Proof of identity is required. b. If the Proof of Residency maximum number of months is greater than 0 and no other errors exist, display Failed message on Certification results pop-up. User will determine if provisional certification will be completed.
34.	System parameter, ClinicServices.Certify.Provisional.ProofOfIncome, determines if a participant can get provisionally certified without proof of Income.
35.	If the Certify button is clicked when Proof of Income has not been completed (no income determination record showing Proof within [parameter], defined in ClinicServices.Certify.IncomeMaxDays, months of the Certification Start Date): <ul style="list-style-type: none"> a. Display error if the Proof of Income maximum number of months is 0. Proof of income is required. b. If the Proof of Income maximum number of months is greater than 0 and no other errors exist, display Failed message on Certification results pop-up. User will determine if provisional certification will be completed.
36.	System parameter, ClinicServices.Certify.Provisional.ProofOfAddress, determines if a participant can get provisionally certified without proof of residency.
37.	If the Certify button is clicked when the Proof of Residency has not been completed within [parameter], ClinicServices.ProvisionalCertificationNoProofAddrMaxMonths, months of the Certification Start Date: <ul style="list-style-type: none"> a. Display error if the Proof of Residency maximum number of months is 0. A physical address is required. <p style="margin-left: 40px;">If the Proof of Residency maximum number of months is greater than 0 and no other errors exist, display Failed message on Certification results pop-up. User will determine if provisional certification will be completed.</p>

Business Rules**Investigator Family Participant Certification Rules**

38. Certification End Date

- a. If state is utilizing Calendar months, as defined in system parameter, FI.FoodIssuanceCycle, set the CED to today's date plus 10 years and advance to the end of the month.
- b. If state is utilizing Rolling months, as defined in system parameter, FI.FoodIssuanceCycle, set the CED to today's date plus 10 years.
- c. The Modify Cert End date edits related to the total length of a certification do not apply to participants that are part of an investigator family, however the Certification End Date can still not exceed the Categorical Eligibility End Date.

Precertification Rules

39. Certification End Date

- a. If state is utilizing Calendar months, as defined in system parameter, FI.FoodIssuanceCycle, set the CED to today's date plus 30 days and advance to the end of the month.
- b. If state is utilizing Rolling months, as defined in system parameter, FI.FoodIssuanceCycle, set the CED to today's date plus 30 days.

40. Limit food benefit issuance to 1 issuance month.

Setting Status Change Reason

41. If Application Type = REG and the participant is successfully Certified, then the Status Change Reason = Certified.
42. If Application Type = PREC and the participant is successfully Certified, then the Status Change Reason = Certified.
43. If the Application Type = VOC and the participant is successfully Certified, then the Status Change Reason = Certified.
44. If Application Type = PROV and the participant is successfully Provisionally Certified, then the Status Change Reason = Provisionally Certified.

Modifying the CED

45. The Modify Cert End Date button is enabled when there is an active certification period for infants or children unless there is a future dated certification. If there is a future dated certification, then the Modify Cert End Date button is disabled on the Current Certification for an Active participant.
46. If user enters data into the Modified CED field, then display a confirmation pop-up to the user to assure that a change is really intended.
 - a. If Yes is selected, leave the new value in the Modified CED field and change the Certification End Date to the new value.
 - b. If No is selected, then remove the newly entered value in the Modified CED field and replace it with the current Certification End Date. This new Certification End Date is the date used in calculations and batch processes not the previous Certification End Date.
47. If state is utilizing Calendar months, as defined in system parameter, FI.FoodIssuanceCycle, display an error if the selected Modified CED is more than 1 month before the original Certification End Date for this certification.

Business Rules

48. If state is utilizing Calendar months, as defined in system parameter, FI.FoodIssuanceCycle, display an error if the selected Modified CED is more than 1 month after the original Certification End Date for this certification.
49. If state is utilizing Rolling months, as defined in system parameter, FI.FoodIssuanceCycle, display an error if the selected Modified CED is more than 30 days before the original Certification End Date for this certification.
50. If state is utilizing Rolling months, as defined in system parameter, FI.FoodIssuanceCycle, display an error if the selected Modified CED is more than 30 days after the original Certification End Date for this certification.
51. Display an error message if the user attempts to change the Modified CED to a date less than or equal to the Certification Start Date.

Terminations/Reinstates

52. When the Termination – New button is clicked, the Modify Cert End Date button and the Modified CED field are disabled.
53. When the Termination – Delete button is clicked, the Modify Cert End Date button is enabled.
54. When Termination Reason is selected, determine the Termination Effective date.
 - a. If Reason No Recent FB Pickup 'NOFB', Dual Participation in WIC 'DUAL', Dual Participation with CSFP 'DCOM', or Deceased 'D' is selected, then set Termination Effective Date to today's date and disable the Termination Effective Date control.
 - b. If any other Reason is selected, then set Termination Effective to Today's Date plus days indicated in the system parameter, ClinicService.FutureTerminationDays days or to the CED, whichever is less.
55. Display an error message if Termination – Effective Date is in the past.
56. Display an error message if Termination – Effective Date is greater than the Certification End Date.
57. If Termination – Effective Date is greater than today, then disable the Reinstate Group Box.
58. Display an error message if Reinstate Date is less than Termination – Effective Date.
59. Display an error message if Reinstate Date is greater than or equal to Certification End Date.
60. The Reinstate button is disabled if CED is in the past.
61. If a Certification is terminated with a future date and then deleted, the participant will be restored to a WIC status of Active with the same certification start and end dates of their most recent Certification, provided that certification period would still be active.
62. If a Certification is terminated with a future date and then deleted, the End Date for the application associated with that certification is removed (Application Screen).
63. If a Certification is terminated and then reinstated, the participant will be restored to a WIC status of Active with the same certification start and end dates of their most recent Certification, provided that certification period would still be active.
64. If a Certification is terminated by the user, then the current Application End Date is set to the Termination Effective Date (Application Screen), the WIC status set to Terminated and CertificationTermination record created. The ParticipantStatus.ChangeReasonCd is set to TERM.
65. If a Certification is terminated and then reinstated, then the End Date for the application associated with that certification is removed (Application Screen) and the CertificationTermination record is updated with the reinstate date and reason.
66. After a Save, the Termination-Edit button will only allow changes within the Reinstate

Business Rules

group box.

67. When a participant is reinstated,

- a. Create a new ParticipantStatus record with WICStatusCd = A, RecordedDt = Reinstatement Date, and ChangeReasonCd = REIN.
- b. Update the CertificationTermination record with the selected ReinstatementReasonCd and ReinstatementDt and ReinstatementStfpID = the staff person taking the action.
- c. Update the Application record associated with this certification by removing the ApplicationEndDt.

68. After Reinstatement data is completed on a CertificationTermination record, the Edit button for that Termination record is disabled so that users will not be able to change additional data fields. (To do another termination or to change termination data, they would need to click New.)

69. If an infant is terminated with the termination reason of Deceased and there is an associated Breastfeeding woman, the system evaluates for three criteria.

- a. The woman is not associated with another infant that is still breastfeeding **and**
- b. Today's date is \geq six months past the Actual Delivery Date **and**
- c. An active certification record exists for the woman.

If all three criteria are met, a confirmation message is displayed. The confirmation warning message asks the user if they want to continue with the automatic termination of the certification for the Breastfeeding woman that is associated with the infant.

- i. If Yes, the following system updates are made:
 - CertificationTermination.CertTermReasonCd = Not BF 6 mo postpartum
 - CertificationTermination.RecordedDt = Today's Date
 - CertificationTermination.EffectiveDt = Today's Date plus number of days defined in system parameter, ClinicServices.FutureTerminationDays or CED, whichever is less
 - Application.ApplicationEndDt = Termination Effective Date
 - ParticipantStatus.WICStatusCd = Terminated
 - ParticipantStatus.RecordedDt = Termination Effective Date
 - ParticipantStatus.ChangeReasonCd = Not BF 6 mo postpartum
- ii. If No, the user is returned to the Certification screen and the following warning message is displayed: "The mother should be terminated from the program."

70. If an infant is terminated with the termination reason of Deceased and there is an associated Breastfeeding woman, the system evaluates for three criteria.

- a. The woman is not associated with another infant that is still breastfeeding **and**
- b. Today's date is $<$ six months past the Actual Delivery Date **and**
- c. An active certification record exists.

If all three criteria are met, the system displays a confirmation message. The confirmation warning message asks the user if they want to continue with the automatic participant category update.

- i. If Yes, the following system updates are made:

Business Rules

- ParticipantType.RecordedDt = Today's Date
- ParticipantType.ParticipantTypeCD = Not Breastfeeding
- Certification.CategoricalEligibilityEndDt is updated based on new participant category.
- Certification.CertificationEndDt is updated based on new participant category

ii. If No, the user is returned to the Certification screen and the following warning message is displayed: "The mother should be changed to a Not Breastfeeding participant."

71. If an infant is terminated with the termination reason of Deceased and there is an associated Breastfeeding woman, the system evaluates for four criteria.

- a. The woman is not associated with another infant that is still breastfeeding **and**
- b. Today's date is \geq six months past the Actual Delivery Date **and**
- c. No active certification record exists **and**
- d. WIC Status Pending.

If all four criteria are met, the system displays a confirmation message. The confirmation warning message asks the user if they want to continue to make this participant ineligible.

i. If Yes, the following system updates are made:

- Application.ApplicationEndDt = Today's Date
- ParticipantStatus.WICStatusCd = Ineligible
- ParticipantStatus.RecordedDt = Today's Date
- ParticipantStatus.ChangeReasonCd = Not BF 6 mo postpartum

ii. If No, the user is returned to the Certification screen and the following warning message is displayed: "The mother should be terminated from the program."

72. If an infant is terminated with the termination reason of Deceased and there is an associated Breastfeeding woman, the system evaluates for four criteria.

- a. The woman is not associated with another infant that is still breastfeeding **and**
- b. Today's date is $<$ six months past the Actual Delivery Date **and**
- c. No active certification record exists **and**
- d. WIC Status Pending.

If all are met, the system displays a confirmation message. The confirmation warning message asks the user if they want to continue with the automatic participant category update.

i. If Yes, the following system updates are made:

- ParticipantType.RecordedDt = Today's Date
- ParticipantType.ParticipantTypeCD = Not Breastfeeding

ii. If No, the user is returned to the Certification screen and the following warning message is displayed: "The mother should be changed to a not breastfeeding participant."

Fulfill Provisional Certification (Fulfill Prov button)

73. Required fields are validated when the Fulfill Prov button is used.

74. If all missing proofs are satisfied, the following actions occur:

Business Rules

- a. The participant's record is saved.
- b. The WIC Status shows as "Active". (Create a new ParticipantStatus record setting ParticipantStatus.WICStatusCd = A, ParticipantStatus.RecordedDt = Today's Date, ParticipantStatus.ChangeReasonCd = CERT)
- c. The application is marked as "Regular". (Set Application.ApplicationTypeCd = REG and Certification.AppliationTypeCd = REG)
- d. The participant is allowed to receive the benefits not previously allowed.
- e. No new CertificationSnapshot is created.

75. Enable the Fulfill Prov button if a Provisional Certification is created for a participant.

76. Disable the Fulfill Prov button if all proofs are supplied for the provisional certification.

77. Disable the Fulfill Prov button if participant is Terminated or Disqualified.

Categorical Eligibility End Date

78. Categorical Eligibility End Date (CEED)

- a. If state is utilizing Calendar months, as defined in system parameter, FI.FoodIssuanceCycle, the CEED is calculated then set to the last day of the month based on the following:
 - a. Pregnant Woman is Expected Delivery Date + six weeks (42 days)
 - b. Breastfeeding Woman is Actual Delivery Date + one year
 - c. Not-Breastfeeding Woman is Actual Delivery Date + six months
 - d. Infants and Children is Date of Birth + five years
 - e. Investigator Family participant is Certification Start Date + 10 years
- b. If state is utilizing Rolling months, as defined in system parameter, FI.FoodIssuanceCycle, the CEED is set as follows:
 - i. Pregnant Woman is Expected Delivery Date + six weeks (42 days)
 - ii. Breastfeeding Woman is Actual Delivery Date + one year
 - iii. Not-Breastfeeding Woman is Actual Delivery Date + six months
 - iv. Infants and Children is Date of Birth + five years and then set to the last day of the month
 - v. Investigator Family participant is Certification Start Date + 10 years

79. If participant's current application type = VOC, and the Participant Category = P, B, or N, then Categorical Eligibility End Date is set to the Out-of-State VOC Last Certification End Date (Application.VOCLastCertEndDt).

80. If the participant's current application type = VOC and the Participant's Category = I or C, then CEED is set to the participant's Date of Birth plus five years, then set to the last day of the month.

Other Data Changes that Affect CED and CEED

81. The Certification End Date adjusts automatically when the Expected Delivery Date is edited and the user leaves the Pregnancy screen. (This is most likely done when a due date changes.) Note: If the user does not save the family when they are leaving the unit of work, then the CED and CEED change reverts back to the original dates.

For Pregnant women, when the Expected Delivery Date on the most recent Pregnancy record is edited,

- a. If state is utilizing Calendar months, as defined in system parameter,

Business Rules

FI.FoodIssuanceCycle, change CED and CEED to Expected Delivery Date + 6 weeks, then advance the CED and CEED to the end of the month.

- b. If state is utilizing Rolling months, as defined in system parameter, FI.FoodIssuanceCycle, change CED and CEED to Expected Delivery Date + 6 weeks minus 1 day.

82. The Certification End Date adjusts automatically when the Pregnancy Termination With No Live Birth check box is marked, an Actual Delivery Date is filled in and the user leaves the Pregnancy screen. Note: If the user does not save the family when they are leaving the unit of work, then the CED and CEED change reverts back to the original dates.

83. For Pregnant and Not-Breastfeeding women, when the Actual Delivery Date and Pregnancy Termination With No Live birth check box is marked.

- a. If state is utilizing Calendar months, as defined in system parameter, FI.FoodIssuanceCycle, change CED and CEED to Actual Delivery Date + 6 weeks, then advance the CED and CEED to the end of the month.
- b. If state is utilizing Rolling months, as defined in system parameter, FI.FoodIssuanceCycle, change CED and CEED to Actual Delivery Date + 6 weeks minus 1 day.

Interaction of Certification Dates and Food Benefits

84. If food benefits have been issued (and are active – issued but not voided) for the current issuance period, then the Certification End Date cannot be modified (using the Modified CED field on the Certification screen) to a date before the Last Date to Use (LDTU) of the food benefits.

85. Display a confirmation pop-up if there are food benefits associated with the current certification period that have not been issued and the user is trying to terminate the participant.

When creating a new termination record...

- Find the greater of CED or last issued LDTU...
 - If CED is greater than last issued LDTU,
 - If yes, then display a confirmation pop-up. "Food benefits for the current certification could still be issued. Do you want to continue?" Yes/No
 - If Yes, then create the new Termination record.
 - If No, then do not create the new Termination record. Return user to the Certification screen.
 - If no, then no message is displayed. The new Termination record is created.
 - If CED is less than or equal to last issued LDTU, then no message is displayed. Create the new Termination record.

86. Display a warning when the Certification End Date is not aligned with the family's First Day of Issuance. "You may want to modify the Certification End Date." Do not display this warning if the participant is hitting the categorical eligibility end date during the certification period.

- After a successful Certification or after a user has modified the CED using the Modified CED field on the Certification screen, compare the day of the CED plus 1 day to the family's First Day of Issuance.

Business Rules

- Are the values equal?
 - If Yes, then no warning is displayed.
 - If No, then is the participant's CEED within the current issuance period?
 - If Yes, then no warning is displayed.
 - If No, then display warning. "You may want to modify the Certification End Date."

87. If the Certification End Date is modified (using the Modified CED field on the Certification screen), then evaluate the CEED.

- a. If CED is less than the CEED, then leave the CEED at the calculated date.
- b. If CED is greater than the CEED, then display error message "The CED cannot be greater than the CEED."

88. If state is utilizing Calendar months, as defined in system parameter, FI.FoodIssuanceCycle, display an error if a Future Dated Termination is set to a date other than the last day of the month.

- If FI.FoodIssuanceCycle = Calendar and user sets the Termination Effective Date in the future, evaluate the day of the termination.
 - Is the termination set to the last day of the month?
 - If Yes, then do not display an error.
 - If No, then display the error "The Termination Effective Date must be set to the last day of a month."

Signature Button

89. Enable the Signature command button only for a new, successful certification when a Rights and Responsibilities signature has not yet been completed (signature was captured or a no signature capture reason was provided).

90. Display an error if no signature has been captured for a new, successful certification.

Developer Notes

1. The calculation to determine the Certification End Date includes values from the Pregnancy and Family Member screens.

1.1 Signature Capture – Rights and Responsibilities Pop-Up

Each time that a participant is certified, a signature is required. A signature button is on the Certification screen to allow staff to collect a signature in the data system.

The first screen is an example of what is displayed on the signature pad display screen. The pop-up "Signature Capture to User" is displayed to the WIC system user so that they know what is on the signature pad display screen and then when a signature is captured, it can be reviewed here to determine if adequate or if another capture is required.

I have read, understand, and agree with my rights and responsibilities for the WIC Program.
For Participant: Jane Doe

Signature _____

Signature Capture to User

I have read, understand, and agree with my rights and responsibilities for the WIC Program.
For Participant: Jane Doe

Signature _____

Person Type ▾

No Signature Available Reason ▾

1.2 Certification Summary Pop-up

This is a scrollable summary pop-up with group boxes for each area of data. This summary shows data attributes as they were at the time of the successful certification. All database entries come from the table CertificationSnapshot. Data for this table is created when a new certification record is created. The Certification Snapshot is not updated when a provisional certification is fulfilled or when the CED for a participant is modified. All fields are shown on the summary regardless of participant category. If a field is not applicable to the participant category or if the data is not available, the field is left blank.

Certification Summary

Print

Participant

Participant Name: Brandi Riley
 Person ID: 1516778
 Birth Date: 12/31/2003
 Current Age: 2 y 10 m
 Current GAA:
 Races: White
 Hispanic: No
 Sex: Female
 Category: Child
 FB Issuance: 3 Months (Jan, Apr, Jul, Oct)
 Endorser Name: Sally Riley

Application

Application Type: Regular
 Application Date: 11/01/2006
 VOC Last Cert Begin Date:
 VOC Last Cert End Date:

Certification

Certification Start Date: 11/13/2006
 Certification End Date: 05/13/2007
 Cat Elig End Date: 12/31/2008
 Staff Member: Eddie Nelson
 Provisional Cert: Yes
 Missing Proof: Income

Identity

Record Date: 11/13/2006 10:26 AM
 Proof of Identity: WIC ID Card
 Physically Present: Yes
 Staff Member: Judy Soliday

Address

Effective Date: 10/10/2005
 Address Line 1: 203 Rose Drive
 City: River City, CO
 County: Laramie
 State: WY
 Zip Code: 82001

Income

Economic Unit: Sally Riley
 Record Date: 11/13/2006
 Total yearly Income: \$15,500.00
 Household Size Number: 3
 Proof of Income: Wages, pay stub
 Proof of Residency: Driver's License
 Staff Member: Judy Soliday

Adjunct Eligibility

Medical Assistance (Title XIX): Yes
 Medical Assistance ID: 3345653J
 Food Stamps/FDPIID: No
 TANF: No
 Proof of Adjunct Elig: Award Letter
 Staff Member: Judy Soliday

Blood Work

Record Date: 11/13/2006
 Blood Work Date: 11/13/2006
 Hemoglobin: 11.9
 Hematocrit:
 No Test Performed:
 Staff Member: Nancy Druis

Anthropometric

Record Date: 11/13/2006
 Measurement Date: 11/10/2006
 Height (inches): 36-6/8
 Weight (pounds): 31-1/4
 Staff Member: Nancy Druis

Breastfeeding

Reported to WIC Date:
 Ever Breastfed:
 Currently Breastfed:
 BF Description:

Birth Measurements

Birth Length (inches):
 Birth Weight (pounds/ounces):

Pregnancy

Effective Date:
 EDD:
 LMP:
 Pre-Preg Weight (pounds):
 ADD:
 Weight Gained (pounds):

Risks

Record Date: 11/13/2006
 Risks: 425b, 425c
 High Risk: No
 Priority: 5

Food Package

Food Package: C – 1 pound cheese

Voter Registration

Record Date: 11/13/2006
 Registered Already: Yes
 Registered Today: No

Close

Note: Screen shot was not updated, but Certification Category has been added within the Certification Group box below Certification End Date.

Control	Description			
Print	Clicking the Print button causes the Certification Summary to be printed.			
	Type	Command Button		
	Hot Key	Alt + P		
Participant - Participant Name	The concatenation of the Participant's First Name and Last Name.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of "firstname middlename lastname, lastnamesuffix"		
	Display Only	Yes	Calculated	No
DB Column	FamilyMember.FirstName + FamilyMember.MiddleName + FamilyMember.LastName + FamilyMember.LastNameSuffix			
Participant - Person ID	The unique, numeric identifier assigned to every participant in a Benefit Family.			
	Type	Text Box		
	Required	NA		
	Length	9		
	Validation	Mask of ZZZZZZZ9		
	Display Only	Yes	Calculated	No
DB Column	CertificationSnapshot.FFMemberID			
Participant - Birth Date	The Participant's date of birth.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
DB Column	CertificationSnapshot.BirthDt			

Control	Description			
Participant – Current Age	The Participant’s current age.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	If Participant category = I, then display as Z9 m Z9 d. If Participant category = C, then display as 9 y Z9 m. If Participant category = P, B or N, then display as Z9 y.		
	Display Only	Yes	Calculated	No
DB Column	CertificationSnapshot.BirthDt			
Participant – Current GAA	The Participant’s current GAA (Gestational Adjusted Age). Note: This is only for infants and children <24 months that have been designated as premature.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	If Participant category = I, then display as Z9 m Z9 d. If Participant category = C <24 months, then display as 9 y Z9 m.		
	Display Only	Yes	Calculated	No
DB Column	CertificationSnapshot.BirthDt – CertificationSnapshot.GestationalAgeAdjustmentWeek			
Participant - Races	Lists all selected races for the participant.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	If multiple races, separate with commas		
	Display Only	Yes	Calculated	No
DB Column	CertificationSnapshot.Races			

Control	Description			
Participant - Hispanic	Indicates if the Participant is Hispanic.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Yes/No		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.HispanicIn		
Participant - Sex	The gender of the Participant.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Male/Female		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.SexCd		
Participant - Category	The category for the participant at time of certification.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ParticipantTypeCd		
Participant - FB Issuance	The selected FB Issuance schedule for this participant.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.FIIssuanceCd		

Control	Description			
Participant – Endorser Name	This is the name of the primary Endorser at the time of the certification.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of "firstname lastname"		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.FirstName + CertificationSnapshot.LastName		
Identity - Record Date	This is the date/time stamp of the Identity record.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy hh:mm AM/PM		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.EligRecordedDt		
Identity - Proof of Identity	This field captures the type of documentation that the participant provided to the clinic staff as proof of their identity.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ProofOfIdentityCd		
Identity - Physically Present	This field indicates if the participant was physically present during certification.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Yes/No		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.PhysicallySeenCd		

Control	Description			
Identity – Staff Member	The name of the staff member logged into the system that recorded the proof of identity.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of 'firstname lastname'		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.EligStfpID		
Income – Economic Unit	Name of the economic unit to which this participant belongs.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.IncomeFamilyDesc		
Income – Record Date	This is the Income Determination date for the selected Economic Unit.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.IncDetailRecordedDt		
Income – Total Yearly Income	This field contains the total of all individually recorded incomes for the indicated economic unit.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of \$Z,ZZZ,ZZ9.99		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.TotalYearlyIncomeAmt		

Control	Description			
Income – Household Size Number	Household Size is the total number of people in the indicated economic unit.			
	Type	Text Box		
	Required	NA		
	Length	2		
	Validation	Mask of Z9		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.HouseholdSizeNr		
Income – Proof of Income	A code that describes the type of documentation presented to prove the economic unit’s income.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	If multiples, separate with commas		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ProofOfIncCd		
Income – Proof of Residency	A code that describes the type of documentation the family Parent/Guardian presented to prove where the family resides.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ProofOfAddressCd		
Income – Staff Member	The name of the staff member logged into the system that recorded the proof of income and proof of residency.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of ‘firstname lastname’		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.IncStfpID		

Control	Description			
Blood Work - Record Date	This is the date the blood record was created.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.BWRecordedDt		
Blood Work - Blood Work Date	This is the date the blood was taken for analysis. The date of the last blood work record with a Hct or Hgb value is displayed.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.CollectionDt		
Blood Work - Hemoglobin	The numerical value entered for the hemoglobin measurement. Display last hematocrit value available. This is the actual value with no adjustments for smoking or altitude.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of Z9.999		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.Hemoglobin		
Blood Work - Hematocrit	The numerical value entered for the hematocrit measurement. Display last hematocrit value available. This is the actual value with no adjustments for smoking or altitude.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of Z9.999		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.Hematocrit		

Control	Description				
Blood Work - No Test Performed	This code identifies why blood work was not recorded if it was due.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	Yes/No			
	Display Only	Yes	Calculated	No	
	DB Column	CertificationSnapshot.NoTestPerformedCd			
Blood Work – Staff Member	The name of the staff member logged into the system that recorded the blood work. If both a hemoglobin and hematocrit value are available, display the staff member associated with the Hemoglobin record.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	Mask of 'firstname lastname'			
	Display Only	Yes	Calculated	No	
	DB Column	CertificationSnapshot.BWStfpID			
Breastfeeding – Reported to WIC Date	This is the date that the Breastfeeding Description was reported to WIC for this certification.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	Mask of mm/dd/yyyy			
	Display Only	Yes	Calculated	No	
	DB Column	CertificationSnapshot.BFRecordedDt			
Breastfeeding - Ever Breastfed	Indicates if infant or child <24 months old at the time of the certification was ever breastfed.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	Yes/No			
	Display Only	Yes	Calculated	No	
	DB Column	CertificationSnapshot.BFEverIn			

Control	Description			
Breastfeeding - Currently Breastfed	Indicates if the infant or child <24 months old at the time of the certification is currently breastfed.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Yes/No		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.BFNowIn		
Breastfeeding - BF Description	Provides the BF Description as of the certification date for the infant or child <24 months old at the time of the certification.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.BFActionCd		
Pregnancy - Effective Date	This is the date the pregnancy record was started.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.PregEffectiveDt		
Pregnancy - EDD	The expected delivery date for the participant for the current pregnancy.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ExpectedDeliveryDt		

Control	Description			
Pregnancy - LMP	The Last Menstrual Period for the participant for the current pregnancy.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.LastMenstrualPeriod		
Pregnancy - Pre-Preg Weight (pounds)	Self-declared pre-pregnancy weight for current pregnancy.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of Z99		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.PrepregnancyWtLB		
Pregnancy - ADD	Actual Delivery Date for this pregnancy for the breastfeeding or not breastfeeding woman.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ActualDeliveryDt		
Pregnancy - Weight Gained (pounds)	Self-reported weight gained during this pregnancy for the breastfeeding or not breastfeeding woman.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of ZZ9		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.PregnancyWeightGain		

Control	Description				
Food Package – Food Package	The name of the food package prescribed for the participant at the time of the certification.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	CertificationSnapshot.ModelRxName			
Application – Application Type	Indicates the type of application that was active at the time of the certification.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	CertificationSnapshot.ApplicationTypeCd			
Application – Application Date	Indicates the date the current application started.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	Mask of mm/dd/yyyy			
	Display Only	Yes	Calculated	No	
	DB Column	CertificationSnapshot.ApplicationDt			
Application - VOC Last Cert. Begin Date	Indicates the beginning date of the last certification as noted on the Application pop-up for a VOC.				
	Type	Text box			
	Required	NA			
	Length	NA			
	Validation	Mask of mm/dd/yyyy			
	Display Only	Yes	Calculated	No	
	DB Column	CertificationSnapshot.VOCLastCertBegDt			

Control	Description			
Application - VOC Last Cert. End Date	Indicates the ending date of the last certification as noted on the Application pop-up for a VOC.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.VOCLastCertEndDt		
Certification - Certification Start Date	The date the Certify button was clicked and a successful certification record was created.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.CertificationStartDt		
Certification - Certification End Date	The ending date of the certification being viewed.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.CertificationEndDt		
Certification Category	This field displays the Certification Category of the participant at the time of certification, if one had been selected. This is only relevant for infants that were certified during the "transition month" (within 30 days prior to the infant's DOB + 1 year).			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Display as "Infant" or "Child"		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.CertificationCategoryCd		

Control	Description			
Certification - Cat Elig End Date	The Date the Participant's eligibility ends for the WIC program.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.CategoricalEligibilityEndDt		
Certification - Staff Member	The name of the staff member logged into the system that certified the participant.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of 'firstname lastname'		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.CertStfpID		
Certification - Provisional Certification	Indicates if the participant was provisionally certified.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.CertTypeCd		
Certification - Missing Proof	The list of proofs that were missing for this certification. If more than one value, separate with commas.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ProofOfAddressCd + CertificationSnapshot.ProofOfAdjunctEligCd + CertificationSnapshot.ProofOfIdentityCd + CertificationSnapshot.ProofOfIncCd		

Control	Description			
Address - Effective Date	The Effective Date of the physical address of the participant when this certification was completed.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.FAddEffectiveDt		
Address - Address Line 1	The first line of the family address.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.StreetAddrLine1		
Address - City	The City component of the family address.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.City		
Address - County	The County of the Participant's address.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.CountyNm		

Control	Description			
Address - State	The State field identifies the state of the family's address. This is the two letter abbreviation for the state.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of XX		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.State		
Address - ZIP Code	The 5-digit ZIP Code of the family address.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of 99999		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ZipCode		
Adjunct Eligibility – Medical Assistance (Title XIX)	Indicates whether or not the participant’s record is marked as participating in the Medical Assistance (Title XIX) program.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Yes/No		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.MedicalAssistanceIn		
Adjunct Eligibility – Medical Assistance ID	This is the Medical Assistance (Title XIX) ID provided by the participant.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.MedicalAssistanceID		

Control	Description			
Adjunct Eligibility - Food Assistance	Indicates whether or not the participant's record is marked as participating in a food assistance program as indicated on the Adjunct Eligibility pop-up. The label is based on a system parameter.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Yes/No		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.FoodStampIn		
Adjunct Eligibility - TANF	Indicates whether or not the participant's record is marked as participating in the Temporary Assistance to Needy Families (TANF) program.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Yes/No		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.TANFIn		
Adjunct Eligibility - Proof of Adjunct Elig	This field captures the type of documentation that the participant provided to the clinic staff as proof of their adjunct eligibility.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ProofOfAdjunctEligCd		
Adjunct Eligibility - Staff Member	The name of the staff member logged into the system that recorded the proof of adjunct eligibility.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of 'firstname lastname'		
	Display Only	Yes	Calculated	No
	DB Column	Certification.EligStfpID		

Control	Description			
Anthropometric - Record Date	The Date the Anthropometric data was entered.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.AnthRecordedDt		
Anthropometric - Measurement Date	The date the anthropometric measurement was actually taken.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.AnthCollectedDt		
Anthropometric - Height (inches)	The Height of the Participant.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of Z9-Z/Z		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.HeightInches		
Anthropometric - Weight (pounds/ounces) or (pounds)	The Weight of the Participant.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	For Infants, Mask of Z9-ZZ For B, P, N, C, Mask of Z99-Z/Z, using appropriate quarter pounds: 1/4, 1/2, 3/4		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.WeightLBS		

Control	Description			
Anthropometric – Staff Member	The name of the staff member logged into the system that recorded the anthropometric measurements. If multiple anthro records, display the name of the staff associated with the length/height record.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of 'firstname lastname'		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.AnthStfpID		
Birth Measurements - Birth Length (inches)	The Birth Length of the Participant.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of Z9-Z/Z		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.BirthHeightInches		
Birth Measurements - Birth Weight (pounds/ounces)	The Birth Weight of the Participant.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of Z9-ZZ		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.BirthWeightLBS		
Risks - Record Date	This is the date risk data was recorded.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.RiskRecordedDt		

Control	Description			
Risks - Risks	Numeric code of each assigned risk for the certification.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of 999 or 999x separated with commas		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.Risks		
Risk - High Risk	Indicates if a participant was at High Risk at the time of the certification.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Yes/No		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.HighRiskIn		
Risk - Priority	The priority of the participant at the time of the certification.			
	Type	Text Box		
	Required	NA		
	Length	1		
	Validation	Mask of 9		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.Priority		
Voter Registration - Record Date	The date Voter Registration answers were recorded. Display of this depends on a system parameter.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.MVRecordedDt		

Control	Description			
Voter Registration – Registered Already	This field indicates whether or not the participant (or Endorser) was already registered to vote where they live. Display of this depends on a system parameter.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Yes/No		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.RegisterIn		
Voter Registration – Registered Today	This field indicates whether or not the participant (or Endorser) registered to vote today or was given a Voter Registration Information brochure. Display of this depends on a system parameter.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	CertificationSnapshot.ApplyIn		
Close	Clicking the Close button causes the Certification Summary screen to be closed and returns the user to the Certification screen.			
	Type	Command Button		
	Hot Key	Alt + C		

Business Rules
<ol style="list-style-type: none"> 1. Arrange group boxes in 2 columns of data on the screen. Participant through Food Package group box in first column and Application through Voter Registration in the second column. 2. Display all group boxes for all participant categories. 3. When data is not available, leave the field blank. 4. System parameter, ClinicServices.UseVoterRegistration, determines whether or not the Voter Registration group box is displayed. 5. If no proof of income and no proof of adjunct eligibility, then display "Income" for Missing Proof. 6. If no proof of residency, then display "Residency" for Missing Proof. 7. If no proof of identity, then display "Identity" for Missing Proof. 8. The system parameter ClinicServices.AEligFoodStampsFDPIRDisplay determines the display of the food assistance program label within the Adjunct Eligibility group box.

Developer Notes

1. Participants that are part of an Investigator family may have very few data elements in the Certification Summary.

1.3 Printed Certification Summary (Static)

This is a printout of the Certification Summary screen. The group boxes, labels and text boxes are displayed on the printout the same as the user sees them on the screen. See Summary for specific details about data included.

1.3.1 Language: English

The printed Certification Summary is available in English only.

1.3.2 Certification Summary Mockup**WIC Program - Certification Summary**

Printed: 12/15/2006

Participant	
Participant Name	Brandi Riley
Person ID	1516778
Birth Date	12/31/2003
Current Age	2 y 10 m
Current GAA	
Races	White
Hispanic	No
Sex	Female
Category	Child
FB Issuance	3 Months (Jan, Apr, Jul, Oct)
Endorser Name	Sally Riley

Identity	
Record Date	11/13/2006 10:26 AM
Proof of Identity	WIC ID Card
Physically Present	Yes
Staff Member	Judy Soliday

Income	
Economic Unit	Sally Riley
Record Date	11/13/2006
Total Yearly Income	\$5,200.00
Household Size Number	3
Proof of Income	Check Stub
Proof of Residency	Drivers license, current address
Staff Member	Judy Soliday

Blood Work	
Record Date	11/13/2006
Blood Work Date	11/13/2006
Hemoglobin	11.900

Hematocrit	
No Test Performed	
Staff Member	Nancy Druis

Breastfeeding	
Reported to WIC Date	
Ever Breastfed	
Currently Breastfed	
BF Description	

Pregnancy	
Effective Date	
EDD	
LMP	
Pre-Preg Weight (pounds)	
ADD	
Weight Gained (pounds)	

Food Package	
Food Package	C – 1 pound cheese

Application	
Application Type	Regular
Application Date	11/ 1/2006
VOC Last Cert Begin Date	
VOC Last Cert End Date	

Certification	
Certification Start Date	11/13/2006
Certification End Date	05/13/2007
Certification Category	
Cat Elig End Date	12/31/2008
Staff Member	Eddie Nelson
Provisional Certification	Yes
Missing Proof	Income

Address	
Effective Date	10/10/2005
Address Line 1	134 Penny Lane
City	Prairie City
County	Adams
State	WY
ZIP Code	55555

Adjunct Eligibility	
Medical Assistance (Title XIX)	Yes
Medical Assistance ID	3345653J
Food Stamps/FDPIR	No
TANF	No
Proof of Adjunct Elig	Award Letter
Staff Member	Judy Soliday

Anthropometric	
Record Date	11/13/2006
Measurement Date	11/10/2006
Height (inches)	36-2/8

Weight (pounds)	31-1/4
Staff Member	Nancy Druis

Birth Measurements	
Birth Length (inches)	
Birth Weight (pounds/ounces)	

Risks	
Record Date	11/13/2006
Risks	425b, 435c
High Risk	No
Priority	5

Voter Registration	
Record Date	11/13/2006
Registered Already	Yes
Registered Today	No

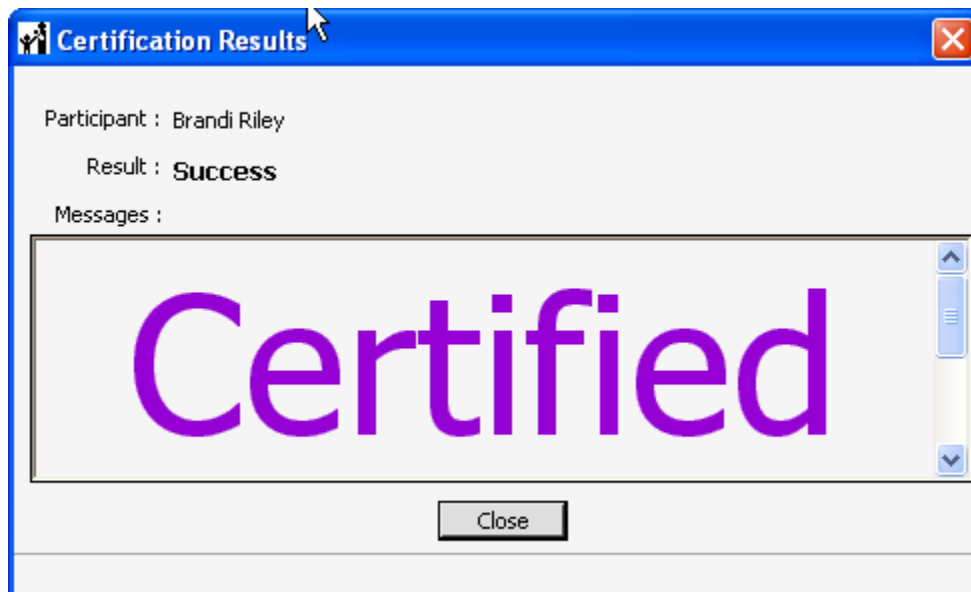
Business Rules
<ol style="list-style-type: none"> Printed date is today's date. mm/dd/yyyy Each data grid from the Certification Summary is a separate table on the printed Certification Summary. Data for the printed Certification Summary is based on the data displayed on the Certification Summary screen. See the Certification Summary controls for database locations of the data. If no data is available for a field, the field label is included, and the data column is left blank. The inclusion of the Voter Registration table is based on a system parameter, ClinicServices.UseVoterRegistration. The clinic services breastfeeding message image appears in the footer-middle of the output. The clinic services header image appears in the header-left of the output. Page numbering in the output appears in the footer-right in the format "Page x of y". This UI output is portrait. Label for Weight depends on participant category. For Infants, display Weight (pounds/ounces). For B, P, N, C, display Weight (pounds). The system parameter ClinicServices.AEligFoodStampsFDPIRDisplay determines the display of the food assistance program label in the Adjunct Eligibility section.

Developer Notes
<ol style="list-style-type: none">

1.4 Certification Results Pop-Up

The results of the attempted certification are displayed in the Certification Results screen. The name of the participant being certified is displayed. Beneath the participant's name is/are the result(s) of the attempted certification.

When errors are found, the screen may be left visible, for reference, while the user corrects errors.



Control	Description				
Participant	Displays participant name by concatenating First Name, Middle Name, Last Name, and optional Last Name Suffix.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	FamilyMember.FirstName, FamilyMember.MiddleName, FamilyMember.LastName, Family Member.LastNameSuffix			
Result	Displays the result of the attempted certification, "Success" or "Failed."				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	NA			
Messages	When a successful certification is completed, Certified is displayed in the Messages area. When a failed certification is attempted, error messages display in the Messages area.				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	NA			
Close	Clicking the Close button (or clicking the close window "X") closes the Certification Results window.				
	Type	Command Button			
	Hot Key	Alt + C			

Business Rules

1. If no errors are detected during the appropriate Certification Algorithm, the Result: displays "Success" and Messages: displays "Certified".
2. If errors are detected, the Result: displays "Failed" and Messages: displays errors. Each error that was discovered is listed in the Messages field.
3. The failure of one participant's certification does not prevent other participants in the same family from succeeding.
4. Allow the Certification Results screen to remain visible until closed by clicking the Close button so the user may reference it while correcting errors on Clinic Services screens.

Developer Notes

- 1.

1.5 Provisional Certification

Provisional certifications are allowed for missing proof of Income, missing proof of Adjunct Eligibility, missing proof of Identity, and/or missing proof of Residency. When the system parameter for a missing proof is set to allow Provisional certification, the associated drop-down on the Family/Intake screens will permit a blank value (i.e. not a required field). The system parameter also defines the length of time for which someone can be provisionally certified.

At time of certification, if one or more proof fields have been left blank, the system will prompt the user to see if they wish to issue a provisional certification. If the user selects "Certify Provisional", the following occurs:

- A new certification record is created with today's date
- The Certification End Date is set (normal calculations are used to set the CED).
- The Application Type is set to Provisional Certification.
- The Termination Record area is cleared.
- The Certify, Signature, Summary, Fulfill Prov, Modify Cert End Date, New, and New Future buttons are enabled.
- The WIC Status/Application Type now shows as Active-Prov.
- The certification snapshot is marked as Provisional. The Missing Proof is listed in the summary display.
- A system alert is set to report that the user has a Provisional Certification with a due date on the proofs equal to the system parameter.
- The benefits module is marked to allow only one month of benefits for the participant.

When the participant comes back in with the appropriate documentation, the clinic staff return to the specific records where proof was missing, creates new Demographic or Income records as appropriate, and then returns to the Certify screen. At that point, the user clicks the Fulfill Prov button and the proofs are examined. The Income Eligibility algorithm is also run.

If all of the proofs for the certification have been satisfied, the following occurs:

1. The participant's record is saved,
2. The WIC Status shows as "Active". (Create a new ParticipantStatus record setting ParticipantStatus.WICStatusCd = A, ParticipantStatus.RecordedDt = Today's Date, ParticipantStatus.ChangeReasonCd = CERT)
3. The application is marked as "Regular". (Set Application.ApplicationTypeCd = REG and Certification.ApplicationTypeCd = REG)
4. The participant is allowed to receive the benefits not previously allowed.

Note: The Certification Snapshot is not updated. The Certification End Date is not changed.

If the proofs have not been satisfied, the user is presented with a Results pop-up that lists the missing proofs.

Note: There may be instances (Ex. proof of adjunct eligibility) where proof on another family member's record influences the proof for this participant. The results pop-up will not differentiate which participant's record the user needs to change to fulfill the proof requirements.

1.6 Provisional Certification Results Pop-Up

Certification Results
✕

Participant : Luke Garcia

Result : **Failed**

Messages :

- 5120 Income Determination Proof of Address is required.

This participant does qualify for a provisional certification

Certification Results
✕

Participant : Wyatt Rasmussen

Result : **Success**

Messages :

Certified Provisional

Control	Description			
Participant	Displays participant name by concatenating First Name, Middle Name, Last Name, and optional Last Name Suffix.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	FamilyMember.FirstName, FamilyMember.MiddleName, FamilyMember.LastName		

Control	Description				
Result	Displays the result of the attempted certification, "Success" or "Failed."				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	NA			
Messages	<p>When system parameters are set to allow for provisional certification, the message area will display the proof(s) that is/are missing in the Messages area. Text is also displayed under the message area that states "This participant does qualify for a provisional certification."</p> <p>If Certify Provisional is selected, then "Certified Provisional" is displayed in the Messages area.</p>				
	Type	Text Box			
	Required	NA			
	Length	NA			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	NA			

Control	Description	
Certify Provisional	Clicking the Certify Provisional button causes a number of actions. <ul style="list-style-type: none"> • A new certification record is created with today's date • The Certification End Date is set (normal calculations are used to set the CED). • The Application Type is set to Provisional. • The Termination Record area is cleared. • The Signature, Summary, Fulfill Prov, Modify Cert End Date buttons are enabled. • The New button for the Termination Group box on the Certification panel is enabled. • The WIC Status/Application Type now shows as Active-Prov. • The certification snapshot is marked as Provisional. If a proof was not provided, it is left blank in the certification summary display. • A system alert is set to report that the user has a Provisional Certification with a due date on the proofs equal to the system parameter. • The benefits module is marked to allow only one month of benefits for the participant. 	
	Type	Command Button
	Hot Key	Alt + I
Close	Clicking the Close button (or clicking the close window "X") closes the Certification Results window.	
	Type	Command Button
	Hot Key	Alt + C

Business Rules

1. If no errors are detected during the appropriate Certification Algorithm, the Result: displays "Success" and Messages: displays "Certified".
2. If errors are detected, the Result: displays "Failed" and Messages: displays errors. Each error that was discovered is listed in the Messages field.
3. The failure of one participant's certification does not prevent other participants in the same family from succeeding.
4. Allow the Certification Results screen to remain visible until closed by clicking the Close button so the user may reference it while correcting errors on Clinic Services screens.
5. Disable the Certify Provisional button if the user moves to a screen other than the Certification screen.
6. Any of the following provisional certifications system parameters may allow the Certify Provisional button to be displayed:
ClinicServices.Certify.Provisional.ProofOfAddress,
ClinicServices.Certify.Provisional.ProofOfAdjunctEligibility
ClinicServices.Certify.Provisional.ProofOfID,
ClinicServices.Certify.Provisional.ProofOfIncome.

Developer Notes

- 1.

1.7 Rights and Responsibilities (Dynamic)

The Rights and Responsibilities document is accessed through the Printouts menu and is generally produced by the user when a certification is completed. Clinic sites may choose to have a printed and laminated copy of this document for participants to read prior to signing that they have read the Rights and Responsibilities.

1.7.1 Language: Both

The Rights and Responsibilities is available in English and Spanish.

1.7.2 Rights and Responsibilities Mockup

WIC Program - Rights and Responsibilities

I understand that:

- I am encouraged to participate in the health services and nutrition education provided by my local agency.
- The standards for eligibility and participation in the WIC Program are the same for everyone, regardless of race, color, national origin, age, handicap, or sex.
- I can file a complaint if I believe I have been treated unfairly.
- I can appeal any decision made by the local agency about my eligibility.

As a WIC participant:

- I can get WIC checks from only one local agency at a time.
- I will use my WIC checks only to buy approved WIC foods.
- I will bring my WIC checks back to the clinic if changes are needed. I will not alter my WIC checks.
- I will be removed from the program if I do not use my checks for three months in a row.
- I cannot get food from the County Commodity Supplemental Food Program for any family member who gets WIC benefits.
- I understand that my record can be read by staff of the State Department of Public Health, local Maternal and Child Health agencies, and the local Head Start Program to help make it easier for my family to receive information about other services.
- I have read or been advised of my rights and responsibilities. I have provided correct information about my eligibility for this federal program. Program officials may verify the information I provided. I know that if I lie or hide facts to get WIC foods that I am not eligible to receive, I may be required to repay the cash value of those foods and may be subject to civil or criminal prosecution under state and federal law.

Name of WIC participant(s) certified today: **Jaxson Trotter**

Endorser Signature

Date

Local Agency Staff Signature

Date

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to the USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Business Rules

1. All participants certified today are listed on the document. Certified today means certification records that are inserted in the database (Insert Date based). This means participants that certified today but future dated will be included.
2. Participant name is stored in FamilyMember.FirstName+FamilyMember.MiddleName+FamilyMember.LastName. Display as `FirstName MiddleName LastName LastNameSuffix.
3. Separate multiple participant names with commas.
4. The clinic services breastfeeding message image appears in the footer-middle of the output.
5. The clinic services header image appears in the header-left of the output.
6. Page numbering in the output appears in the footer-right in the format "Page x of y".
7. This UI output is portrait.

Developer Notes

- 1.

1.8 Notice of Termination (Dynamic)

The Notice of Termination is printed in letter format to allow for mailing in a left window envelope. The Notice of Termination is accessed through the Printouts menu and is generally produced by the user when a termination record is recorded.

1.8.1 Language: Both

The Notice of Termination is available in English and Spanish.

1.8.2 Notice of Termination Mockup

WIC Program - Notice of Program Termination

11/22/2006

Melissa Smith
2802 Hull Ave
Dennis, CO 55555

Dear Melissa:

Jaxson Trotter will be terminated from the WIC Program effective on 12/3/2006 for the following reason:
Failed to Reapply.

This notice only affects Jaxson Trotter. Please pick up checks and keep WIC appointments for other family members.

Notice of Appeal

You have the right to a hearing if you wish to appeal this decision. Your appeal rights are explained below:

1. Send a written request for a hearing to your local WIC agency within 90 days of receiving this notice.
2. The hearing officer will schedule a hearing within 21 days of receiving your request. You will receive notice of the time, place and date at least 10 days before the hearing.
3. Before and during the hearing, you have the right to read all of the public documents on file about the decision that is under appeal.
4. During the hearing you may speak for yourself or be assisted by a relative, friend, or evidence; question any adverse witnesses; and provide evidence to establish facts and circumstances related to your case.
5. The local hearing officer will issue a written decision within 45 days of your request for the hearing unless a longer time period is agreed upon by both parties.
6. Either party may appeal the written decision to the Director, State Department of Public Health. This appeal must be made within 15 days of the mailing date of the decision made by the local hearing officer. The procedures listed above must be followed for a second appeal about the decision.

If you appeal a mid-certification termination within 15 days of receiving this notice, Jaxson Trotter will continue to receive WIC checks during the appeal process as long as required certification appointments are completed.

Clinic Address

Lutheran Clinic
700 E. University Ave
Dennis, CO 55555

Contact Phone Number: (555) 777-7777

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to the USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Business Rules

1. Notice date is today's date. Format as mm/dd/yyyy.
2. For return address, use <Endorser name> and <family address>.
 - a. The endorser name is
FamilyMember.FirstName+FamilyMember.MiddleName+FamilyMember.Last Name where FamilyMember.ParentGuardianIn = "Y"
 - b. The family address is
FamilyAddress.StreetAddrLine1+
FamilyAddress.StreetAddrLine2+
FamilyAddress.Apartment+ FamilyAddress.POBox+
FamilyAddress.City+ FamilyAddress.State+ FamilyAddress.ZipCode+
FamilyAddress.ZipPlus4).
3. Do not allow space in the printed address for data elements that do not exist in the family record.
4. For Salutation, use the first name of the <Endorser>.
 - a. The endorser first name is (FamilyMember.FirstName where FamilyMember.ParentGuardian.In = "Y").
5. The effective date is the Termination Effective Date, CertificationTermination.EffectiveDt. Format as mm/dd/yyyy.
6. The reason is the Termination Reason. This is stored in CertificationTermination.CertTermReasonCd.
7. Participant name is
FamilyMember.FirstName+FamilyMember.MiddleName+FamilyMember.LastName.
Display as 'FirstName MiddleName Last Name'.
8. For Clinic Address, use the clinic physical address.
Clinic.Name.
Clinic.PhysicalStreetAddrLine1
Clinic.PhysicalStreetAddrLine2
Clinic.PhysicalSuite,
Clinic.PhysicalCity, Clinic.PhysicalState Clinic.PhysicalZipCode+
Clinic.PhysicalZipPlus4
9. For the Contact Phone Number, use Clinic.PhoneAreaCode+Clinic.PhoneNr.
10. Do not allow space in the printed clinic address for data elements that do not exist in the clinic record.
11. Display warning message if Do Not Send is indicated on the physical or mailing address. Allow user to select if they want to print the notice or not.
 - a. Do Not Send is stored in BenefitFamily.DoNotMailIn.
12. The clinic services breastfeeding message image appears in the footer-middle of the

Business Rules

- output.
13. The clinic services header image appears in the header-left of the output.
 14. Page numbering in the output appears in the footer-right in the format "Page x of y".
 15. This UI output is portrait.

Developer Notes

- 1.

1.9 Verification of Certification (Static)

The Verification of Certification (VOC) document is accessed through the Printouts menu and is generally produced by the user when a family indicates that they are moving out of state. This is also routinely printed for families who indicate that they are migrants. This is a family based document.

1.9.1 Language: NA

The Verification of Certification (VOC) is a single template that is available for all families.

1.9.2 Verification of Certification (VOC) Mockup WIC Program - Verification of Certification (VOC)

Current Certification as of 11/25/2006
 Participant Name: Jaxson Trotter
 WIC Category: C – Child
 Certification Dates: 05/30/2006 to 11/30/2006
 Income Determination Date: 05/30/2006

Person ID#: 120418
 Participant DOB: 10/21/2004
 Priority: 3

Height (inches): 33-7/8
 Weight (lbs): 24-1/4

Measured: 05/30/2006
 Measured: 05/30/2006

Hemoglobin: 13.5
 Hematocrit: NA

Measured: 11/25/2005
 Measured: NA

Recorded	USDA Code	Reason	Priority
5/30/2006	103	At Risk for Underweight (Infants and children)	3
5/30/2006	425	Late weaning	5
5/30/2006	425	Other Inappropriate use of bottle, cup or pacifier	5

Month Food Benefits Issued	First Date To Use	Last Date to Use
10/2006	10/28/2006	11/27/2006
09/2006	09/28/2006	10/27/2006
08/2006	08/28/2006	09/27/2006

Future Certification
 Participant Name: Jaxson Trotter
 WIC Category: C – Child
 Certification Dates: 12/01/2006 to 05/30/2007
 Income Determination Date: 01/15/2006

Person ID#: 120418
 Participant DOB: 10/21/2004
 Priority: 3

Height (inches): 35-1/8
 Weight (lbs): 27-1/4

Measured: 11/15/2006
 Measured: 11/15/2006

Hemoglobin: 10.5
 Hematocrit: NA

Measured: 11/15/2006
 Measured: NA

Recorded	USDA Code	Reason	Priority
11/15/2006	103	At Risk for Underweight (Infants and children)	3
5/30/2006	425	Other Inappropriate use of bottle, cup or pacifier	5

Month Food Benefits Issued	First Date To Use	Last Date to Use
----------------------------	-------------------	------------------

02/2007	02/01/2007	02/28/2007
01/2007	01/01/2007	01/31/2007
12/2006	12/01/2006	12/31/2006

Local Agency Information
 Tri-County WIC Agency
 700 E. University Ave
 Dennis, CO 55555
 (555) 777-7777

Signature & title of Local Agency Staff

Date

Business Rules
<ol style="list-style-type: none"> 1. For Current Certification, display Current Certification as of 'today's date.' 2. Participant Name is stored as: FamilyMember.FirstName+FamilyMember.MiddleName+FamilyMember.LastName+FamilyMember.LastNameSuffix. Display as 'FirstName MiddleName LastName LastNameSuffix.' 3. Person ID# is stored as: Participant.FMem_ID. Display as ZZZZZZZ9. 4. WIC Category <ol style="list-style-type: none"> a. For Current Certification – indicate both short code and longer description of current participant category. This is stored in ParticipantType.ParticipantTypeCd. b. For Future Certification <ol style="list-style-type: none"> i. If current Participant Category = Infant and Child Certification indicator = Yes, then display WIC Category: C – Child. ii. If current Participant Category = Infant and Child Certification indicator = No or null, then display WIC Category: I - Infant. iii. For all other participants with a future certification, display the short code and longer description of the current participant category. This is stored in ParticipantType.ParticipantTypeCd. 5. Participant DOB is stored as Participant.BirthDt. Display as MM/DD/YYYY. 6. Certification Dates <ol style="list-style-type: none"> a. For Current Certification– indicate the current Certification Start Date and Certification End Date. <ol style="list-style-type: none"> i. Certification Start Date is stored in Certification.StartDt. ii. Certification End Date is stored in Certification.EndDt. b. For Future Certification – indicate the future Certification Start Date and Certification End Date. <ol style="list-style-type: none"> i. Certification Start Date is stored in Certification.StartDt. ii. Certification End Date is stored in Certification.EndDt. 7. Priority <ol style="list-style-type: none"> a. For Current Certification – indicate the lowest number priority for the participant based on the risk header and risk determination records that are associated with the current certification. b. For Future Certification – indicate the lowest number priority for the participant based on the risk header and risk determination records that are associated with the future certification.

Business Rules

- i. Priority is stored in RiskDet.ParticipantRiskPrtyNr.
8. Income Determination Date
- a. For Current Certification – indicate the income determination record date at the time of the current certification.
 - b. For Future Certification – indicate the income determination record date at the time of the future certification.
 - i. The income determination record date is stored in CertificationSnapshot.IncDetailRecordedDt.
9. Height and weight measurements – indicate the height and weight measurements and their measurement dates at the time of the certification (Current or Future, respectively).
- a. Height is stored in CertificationSnapshot.HeightInches. Display as Z9-9/9 using appropriate eighths of an inch: 1/8, 1/4, 3/8, etc..
 - b. Weight is stored in CertificationSnapshot.WeightLBS. For Infants, Weight (Lbs/Oz) display as Z9-99. For B, N, P, C, Weight (Lbs) display as Z9-9/9 using appropriate quarter pounds: 1/4, 1/2, 3/4.
 - c. Measurement date is stored in CertificationSnapshot.AnthCollectedDt.
10. Hemoglobin and hematocrit – indicate the blood work values and blood work done on dates that were used at the time of the certification, Current or Future, respectively. If the blood work value is not available for the certification, then display NA.
- a. Hemoglobin is stored in CertificationSnapshot.Hemoglobin.
 - b. Hematocrit is stored in CertificationSnapshot.Hematocrit.
 - c. Date blood work taken is stored in CertificationSnapshot.CollectionDt.

Risk Code table

11. For the risk code table list all risk codes associated with the certification, Current or Future, respectively. If the same risk is found on multiple risk records within the certification period, list the risk only once on the first date that it was recorded during the certification.
- a. Date for the Recorded column are stored in RiskHeader.RecordedDt.
 - b. Codes for the USDA Code column are stored in RiskDet.ParticipantRiskCd.
 - c. Sort the risks based on the Risk Code number, smallest to largest.
 - d. For the USDA Code column list only the 3 digit USDA Nutrition Risk Factor code, no additional subgroup letters.
 - e. For the Reason column, list the corresponding Risk description, ParticipantRiskCode.Name.

Food Benefits table

12. For the Food Benefits table, list the last 3 months of food benefits provided to this participant (if available). Display greatest date to least date. See mockup for the example.
13. For Food Benefits table, First Date To Use is FI.FirstUseDt for FI state or EBTIssuedFood.FirstUseDt for EBT state.
14. For Food Benefits table, Last Date To Use is FI.LastUseDt for FI state or EBTIssuedFood.LastUseDt for EBT state.

Local Agency Information

15. Use contact information for the agency. Agency name, address, and phone number.
- a. The agency name is LocalAgency.Name.
 - b. The address is

Business Rules
<p>LocalAgency.StreetAddrLine1 LocalAgency.StreedAddrLine2 LocalAgency.Suite, LocalAgency.POBox LocalAgency.City, LocalAgency.State LocalAgency.ZipCode+ LocalAgency.ZipPlus4 c. The phone number is displayed as (999) 999-9999. LocalAgency.BusinessAreaCode+ LocalAgency.BusinessPhoneNr</p> <p>16. Do not allow space in the printed agency address for data elements that do not exist in the agency record.</p> <p>17. If the participant has a future dated certification (today's date is < Certification Start Date), then display all of the current certification data first and then display all of the future certification data second.</p> <p>18. When there are multiple active participants from one family, place bold line under Food Benefits table and repeat all participant information (Participant Name through Food Benefit table). Repeat as needed for number of participants. After last participant, add the Local Agency Information and signature line.</p> <p>19. Sort participants in alphabetical order based on Participant Name (full name=First Middle Last Suffix).</p> <p>20. The clinic services breastfeeding message image appears in the footer-middle of the output.</p> <p>21. The clinic services header image appears in the header-left of the output.</p> <p>22. Page numbering in the output appears in the footer-right in the format "Page x of y".</p> <p>23. This UI output is portrait.</p>
Developer Notes
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1.10 Release of Information (Dynamic)

At any point during an appointment, staff can produce a Release of Information. Often this is done at a certification after the full assessment has been completed. This document is formatted as a letter that could be mailed to a provider from which the staff want to secure some additional information. Oftentimes, the participant takes the document to the next scheduled appointment with the provider.

1.10.1 Language: NA

The Release of Information is a single template that is available for all families.

1.10.2 Release of Information Mockup

WIC Program - Release of Information

11/22/2006

To

From
River City Agency
700 E. University Ave
Dennis, CO 55555
(777) 555-5555

Regarding

Information Requested

Please send any follow-up communication regarding this request for information to the WIC agency at the address listed above.

Authorization for Release of Information / Autorización para La Divulgación de Información
I give permission to the WIC Program to release confidential information from my WIC record to the person or agency named above. I understand that the information is needed for this referral.

Yo doy permiso al Programa WIC para solicitar la información mencionada arriba de la persona o agencia nombrada arriba. Yo entiendo que esta información le ayudara al Programa WIC a ayudarme con mis necesidades de salud y nutrición específicas.

Signature of participant or parent
Firma de la participante/padre

Staff signature
Firma del Personal de WIC

Date
Fecha

Authorization for Release of Information Protected by State or Federal Law
Autorización para La Divulgación de Información Protegida por la ley estatal o federal
I specifically give permission to release information relating to:

Yo específicamente doy permiso a divulgar información relacionada con:

- Substance abuse (alcohol/drug abuse)
- HIV-related information (AIDS-related testing)
- Mental health (including psychological testing)
- Abuso de las sustancias (alcohol/drogadicción)
- Información relacionada con la VIH (análisis relacionados con la SIDA)
- Salud mental (incluyendo exámenes psicológicos)

Signature of participant or parent
Firma de la participante/padre

Staff signature
Firma del Personal de WIC

Date
Fecha

Business Rules
1. The date of the request is today's date.
2. "To" remains unfilled. (If the user wants additional information from an organization

Business Rules
<p>that is a referral organization, it may be better to utilize the referral screens and referral UI outputs.)</p> <ol style="list-style-type: none"> 3. The "From" information is the <agency name>, <address>, and <phone number>. <ol style="list-style-type: none"> a. The agency name is LocalAgency.Name. b. The address is LocalAgency.StreetAddrLine1 LocalAgency.StreedAddrLine2 LocalAgency.Suite, LocalAgency.POBox LocalAgency.City, LocalAgency.State LocalAgency.ZipCode+ LocalAgency.ZipPlus4 c. The phone number is LocalAgency.BusinessAreaCode+ LocalAgency.BusinessPhoneNr 4. Do not allow space in the printed agency address for data elements that do not exist in the agency record. 5. "Regarding" remains unfilled. After printing out, the user fills in by hand. 6. "Information Requested" remains unfilled. After printing out, the user fills in by hand. 7. The clinic services breastfeeding message image appears in the footer-middle of the output. 8. The clinic services header image appears in the header-left of the output. 9. Page numbering in the output should appear in the footer-right in the format "Page x of y". 10. This UI output is portrait.

Developer Notes
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1.11 General Signature Document (Dynamic)

From any of the Clinic Services screens, a user may print a document to record a signature that for some reason was not captured during the usual signature capture process, but staff feels that it is important to capture the signature. This document is then scanned into the system utilizing the family level Scan Document function.

1.11.1 Language: NA

The General Signature Document is a single template that is available for all families.

1.11.2 Printed General Signature Document

WIC Program - General Signature Document

Endorser: Melissa Smith

Family ID# 20418

I certify that _____

Signatures:

The information I provided above is correct.

Signature of Participant/Endorser

Date

Signature & title of staff member witnessing statement

Date

Business Rules
<ol style="list-style-type: none"> 1. The endorser name is FamilyMember.FirstName+FamilyMember.MiddleName+FamilyMember.LastName+FamilyMember.LastNameSuffix where FamilyMember.ParentGuardianIn = "Y". 2. Family ID is BenefitFamily.FFFamilyID. 3. The clinic services breastfeeding message image appears in the footer-middle of the output. 4. The clinic services header image appears in the header-left of the output. 5. Page numbering in the output should appear in the footer-right in the format "Page x of y". 6. This UI output is portrait.

Developer Notes
1.

2 Certification Algorithms

2.1 Determine the Type of Certification

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Application	Pre-Certify	Application	ApplicationTypeCd = PREC	If Pre-Certify is selected, then run the Pre-Certification algorithm. If Out-of-State VOC is selected, then run the VOC Certification algorithm. If the Investigator is selected, then run the Investigator Family Certification algorithm. IF neither Pre-Certify, Out-of-State VOC, nor Investigator Family is selected, then run the Regular Certification algorithm. Note: If any of the provisional certification system parameters are set to a number > 0, then bypass that specific proof. System parameters: <ul style="list-style-type: none"> • ClinicServices.ProvisionalCertificationNoProofA ddrMaxMonths • ClinicServices.ProvisionalCertificationNoProofID MaxMonths • ClinicServices.ProvisionalCertificationNoProofIn comeMaxMonths • ClinicServices.ProvisionalCertificationNoProofA djEligMaxMonths
Application	Out-of-State VOC	Application	ApplicationTypeCd = VOC	
Family	Investigator	BenefitFamily	InvestigatorCd	

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Family	WIC Status/Applicat ion Type = Active - Prov	Application	ApplicationTypeCd = 'PROV'	If WIC Status/Application Type = Active – Prov, then run Fulfill Proof Algorithm.

2.2 Regular Certification Algorithm

This table lists the required values for a regular certification. When the terms “Valid data” and “Valid code” are used in the Required Value for Certification column of this matrix, the developer checks to verify that there is data or a code present, but does not further validate the data or the code. This validation has already occurred at the screen level. This algorithm is checking for the presence of that data. When the term “Valid date” is used, when appropriate to complete further validation, it is noted. When that is not noted, then screen level validation has already occurred and does not need repeated at this point.

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Member/Proxy	Person ID	FamilyMember	FFMemberID	Valid data
Member/Proxy	First Name	FamilyMember	FirstName	Valid data
Member/Proxy	Last Name	FamilyMember	LastName	Valid data
Application	Application Dates	Application	ApplicationDt	Valid date, cannot be greater than today’s date
Enrollment	Sex	Participant	SexCd	Valid code
Enrollment	Date of Birth	Participant	BirthDt	Valid date, cannot be greater than today’s date
Enrollment	Race	Race	RaceCd	Valid code
Enrollment	Hispanic/Latin o	Participant	HispanicIn	Valid indicator
Enrollment	Mother	Participant	MomPartID MomFullName	Valid data is required If Participant Category = I or C and age is less than 24 months old. “Mother Not on WIC” is a valid choice.
Family	FB Issuance	Participant	FIIssuanceCd	Valid code

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Contact/Address	Physical Address	FamilyAddress	AddressTypeCd	There must be a physical address code. Cannot be null. <i>Note: If the code = P (physical) then screen level edits have already validated the Address, City, State, ZIP, and County fields. Thus, at the Certify event, only the presence of the indicator needs to be verified.</i>
Contact/Address	Effective Date	FamilyAddress	EffectiveDt	Valid date
Participant Category	Participant Category	ParticipantType	ParticipantTypeCd	Valid codes: I, C, P, B, N
Identity	Record Dates	ParticipantIdentity	RecordedDt	Valid date not more than 1 month prior to Today's date, cannot be greater than today's date
Identity	Proof of Identity	ParticipantIdentity	ProofOfIdentityCd	Valid code, unless Proof of Identity provisional certification system parameters are set to: <ul style="list-style-type: none"> o ClinicServices.Certify.Provisional.ProofOfID = Yes o ClinicServices.ProvisionalCertificationNoProofIDMaxMonths > 0
Identity	Physically Present	ParticipantIdentity	PhysicallySeenCd	Valid code
Income/Residency	Record Dates	IncomeDeterm	RecordedDt	Valid date within system parameter ClinicServices.Certify.IncomeMaxDays number of days of today's date unless Income provisional certification system parameters are set to: <ul style="list-style-type: none"> o ClinicServices.Certify.Provisional.ProofOfIncome = Yes o ClinicServices.ProvisionalCertificationNoProofIncomeMaxMonths > 0
Adjunct Eligibility	Proof	AdjunctEligibility	ProofOfAdjunctEligCd	2nd in Income Order of Precedence Does the participant have adjunct eligibility? a. Yes i. Do they have proof of adjunct eligibility? 1. Yes – Participant is income eligible. Stop income eligibility processing. 2. No – Continue income eligibility processing. b. No – Continue income eligibility processing. 3rd in Income Order of Precedence Does another participant in the economic unit have

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
				<p>umbrella adjunct eligibility (pregnant woman; infant with MA; or any category participant with TANF or FS)?</p> <p>a. Yes</p> <p>i. Does the woman or infant have proof of adjunct eligibility?</p> <p>1. Yes – Participant is income eligible. Stop income eligibility processing.</p> <p>2. No – Continue income eligibility processing.</p> <p>b. No – Continue income eligibility processing.</p> <p>4th in Income Order of Precedence</p> <p>Does the participant have adjunct eligibility with no proof?</p> <p>a. Yes</p> <p>i. Does state allow provisional certification for missing proof of adjunct eligibility?</p> <p>1. Yes – Participant is income eligible for provisional certification. Stop income eligibility processing.</p> <p>2. No – Continue income eligibility processing.</p> <p>b. No – Continue income eligibility processing.</p> <p>Additional information</p> <ul style="list-style-type: none"> • If Medical Assistance is checked for an Infant or Pregnant participant in the economic unit’s most recent adjunct eligibility record, then any participant in the economic unit is adjunctively eligible. Proof of Adjunct Eligibility is needed for the Infant or Pregnant participant. • If Medical Assistance is checked for a Child, Not Breastfeeding, or Breastfeeding, participant in the economic unit’s most recent adjunct eligibility record, then only that participant is adjunctively eligible. Proof of Adjunct Eligibility is needed for that participant. • If TANF or Food Assistance is checked for any

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
				<p>participant in the economic unit's most recent adjunct eligibility record, then any participant in the economic unit is adjunctively eligible. Proof of Adjunct Eligibility is needed for one participant in the economic unit.</p> <ul style="list-style-type: none"> If State Program (system parameter determines the name of this on the screen) is checked for any participant in the economic unit's most recent adjunct eligibility record, then only that participant is adjunctively eligible. Proof of Adjunct Eligibility is needed for that participant. <p>(AdjunctEligibility.TANFIn, AdjunctEligibility.FoodStampIn, AdunctEligibility.MAIn, AdjunctEligibility.StateProgIn), unless Proof of Adjunct Eligibility provisional certification system parameters are set to:</p> <ul style="list-style-type: none"> o ClinicServices.Certify.Provisional.ProofOfAdjunctEligibility = Yes o ClinicServices.ProvisionalCertificationNoProofAdjEligMaxMonths >0

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Income/Residency	Income Determination – Proof	IncomeDetermDetail	DetermMethodCd and RecordedDt	<p>5th in Income Order of Precedence</p> <p>Is the family within the income guidelines but has no proof?</p> <p>a. Yes</p> <p> i. Does state allow provisional certification for missing proof of income?</p> <p> 1. Yes – Participant is income eligible for provisional certification. Stop income eligibility processing.</p> <p> 2. No – Participant is not income eligible for WIC. Stop income eligibility processing.</p> <p>b. No – Participant is not income eligible for WIC. Stop income eligibility processing.</p> <p>Valid code unless Income provisional certification system parameters are set to:</p> <ul style="list-style-type: none"> ○ ClinicServices.Certify.Provisional.ProofOfIncome = Yes ○ ClinicServices.ProvisionalCertificationNoProofIncomeMaxMonths > 0

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Income/Residency	Total Income	IncomeDeterm	TotalYearlyIncomeAmt	<p>1st in Income Order of Precedence Is the economic unit for the participant within the income guidelines? Total Annual Income cannot exceed value in Income Guidelines for the household size.</p> <p>a. Yes</p> <p> i. Do they have proof?</p> <p> 1. Yes– Participant is income eligible. Stop income eligibility processing.</p> <p> 2. No – Continue income eligibility processing.</p> <p>b. No – Continue income eligibility processing.</p> <p>If the family is not adjunctively eligible (Income ; AdjunctEligibility.TANFIn AdjunctEligibility.FoodStampIn AdjunctEligibility.MAIn AdjunctEligibility.StateProgIn) then the Total Income cannot exceed the USDA guidelines.</p> <p><i>Note: The USDA guidelines are stored in IncomeGuideline. Match the current participant data to the columns in this table.</i></p>
Income/Residency	Household Size	IncomeDeterm	HouseholdSizeNr	Valid data
Income/Residency	Proof of Residency	IncomeDeterm	ProofOfAddressCd	Valid code unless address/residency provisional certification system parameters are set to: <ul style="list-style-type: none"> ○ ClinicServices.Certify.Provisional.ProofOfAddresses = Yes ○ ClinicServices.ProvisionalCertificationNoProofAddressMaxMonths > 0

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Voter Registration	Record Dates	MotorVoter	RecordedDt	If using Voter Registration (system parameter ClinicServices.UseVoterRegistration = Yes), Record Date must be within system parameter ClinicServices.Certify.VoterRegistrationMaxDays number of days of today's date.
Voter Registration	Registered?	MotorVoter	RegisterIn	If using Voter Registration, Valid code, null is not acceptable.
Voter Registration	Form completed today?	MotorVoter	FormCompletedIn	If using Voter Registration, Valid code, null is not acceptable.
Pregnancy	Record Dates	Pregnancy	EffectiveDt	If the participant category = P (ParticipantType ParticipantTypeCd), then a date within system parameter ClinicServices.Certify.PregInfoMaxDays number of days of today's date is required. If the participant category = B or N (ParticipantType.ParticipantTypeCd), then a valid date is required.
Pregnancy	Expected Delivery Date	Pregnancy	ExpectedDeliveryDt	If the participant category = P (ParticipantType ParticipantTypeCd), then a valid date is required, must be equal to or greater than today's date.
Pregnancy	Last Menstrual Period	Pregnancy	LastMenstrualPeriod	If the participant category = P (ParticipantType ParticipantTypeCd), then a valid date is required, cannot be greater than today's date.
Pregnancy	Pre-Pregnancy Weight	Pregnancy	PrePregnancyWtLB	If the participant category = P (ParticipantType ParticipantTypeCd), then valid data is required.
Pregnancy	Actual Delivery Date	Pregnancy	ActualDeliveryDt	If the participant category = N or B (ParticipantType ParticipantTypeCd), then a valid date is required, cannot be greater than today's date.
Pregnancy	Weight Gained This Pregnancy	Pregnancy	WeightGain	If the participant category = N or B (ParticipantType ParticipantTypeCd), then valid data is required.

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Nutrition Interview	BF Description	InterviewInfant InterviewChild	BFActionCd and RecordedDt	<p>If the participant category = I or C and age is less than 24 months old (ParticipantType ParticipantTypeCd), then an interview with a BF Description within [system parameter], ClinicServices.Certify.BreastfeedingDataMaxDays, number of days prior to today's date is required.</p> <p>For an infant participant, if the Child Certification indicator is set to Yes, then use the BFActionCd from the Child Interview.</p> <p>For an infant participant, if the Child Certification indicator is set to No or null, then use the BFActionCd from the Infant Interview.</p>
Blood	Blood Work Date Record Dates	BloodWork	CollectionDt if bloodwork taken RecordedDt if no bloodwork taken	<p>If the participant category = I and the infant is 7-11 months old, then:</p> <ul style="list-style-type: none"> o A BloodWork record must exist with a Blood Work Date no more than 6 months in the past and the record must contain either a Hemoglobin or Hematocrit value. <p>Or</p> <ul style="list-style-type: none"> o A BloodWork record must exist with a Record Date no more than 6 months in the past and the record must contain a value No Test Performed Reason (BloodWork.NoTestPerformedCd).
Blood	Blood Work Date Record Dates	BloodWork	CollectionDt if bloodwork taken RecordedDt if no bloodwork taken	<p>If the participant category = C and the child is 12-18 months old, then:</p> <ul style="list-style-type: none"> o A BloodWork record must exist with a Blood Work Date no more than 6 months in the past and the record must contain either a Hemoglobin or Hematocrit value. <p>Or</p> <ul style="list-style-type: none"> o A BloodWork record must exist with a Record Date no more than 6 months in the past and the record must contain a value No Test Performed Reason (BloodWork.NoTestPerformedCd).

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Blood	Hemoglobin Hematocrit No Test Performed Reason	BloodWork	Hemoglobin Hematocrit NoTestPerformedCd	If the participant category = I and the Infant is 7-11 months old, then Hemoglobin, Hematocrit, or No Test Performed Reason field must contain a value.
Blood	Hemoglobin Hematocrit No Test Performed Reason	BloodWork	Hemoglobin Hematocrit NoTestPerformedCd	If the participant category = C and the Child is 12-18 months old, then Hemoglobin, Hematocrit, or No Test Performed Reason field must contain a value.
Anthropometrics	Record Date	Anthro	RecordedDt	The latest date must be within system parameter days prior to today's date and is based on participant category. If Participant category = I, then use ClinicServices.Certify.AnthroMaxDaysInfant. If Participant Category = C, P, B, N, then use ClinicServices.Certify.AnthroMaxDaysNonInfant.
Anthropometrics	Measurement Date	Anthro	CollectedDt	Valid date
Anthropometrics	Weight (for Current Measurements)	Anthro	WeightLBS BirthMeasureIn = 0	If the participant category = I, C, P, B, or N (ParticipantType ParticipantTypeCd), then a weight must be entered in the Weight field.
Anthropometrics	Weight (for Birth Measurements)	Anthro	WeightLBS BirthMeasureIn = 1	If the participant category = I or C and age is less than 24 months (ParticipantType ParticipantTypeCd), then a weight must be entered in the Weight field (Birth Measurements) or Unknown must be checked.
Anthropometrics	Length (for Birth Measurements)	Anthro	HeightInches BirthMeasureIn = 1	If the participant category = I or C and age is less than 24 months) ParticipantType ParticipantTypeCd), then a length must be entered in the Length field (Birth Measurements) or Unknown must be checked.

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Anthropometrics	Height (for Current Measurements)	Anthro	HeightInches BirthMeasureIn = 0	If the participant category = P, B, or N (ParticipantType ParticipantTypeCd), then height data is required in the Height field (Current Measurements).
Anthropometrics	Length/Height (for Current Measurements)	Anthro	HeightInches BirthMeasureIn = 0	If the participant category = I or C (ParticipantType ParticipantTypeCd), then height data is required in the Length/Height field (Current Measurements).
Anthropometrics	Weeks Gestation	Anthro	WeeksGestationNr BirthMeasureIn = 1	If the participant category = I or C and age is less than 24 months (ParticipantType ParticipantTypeCd), then weeks gestation must be entered in the Weeks Gestation field (Birth Measurements) or Unknown must be checked.
Risk	Record Dates	RiskHeader	RecordedDt	Valid date
Risk	Assigned Risks	RiskDet.ParticipantRiskCd where Risk Date = RiskHeader.RecordedDt		At least one risk code must be assigned and the Risk Date on the same screen must be within system parameter ClinicServices.Certify.RiskAssignmentMaxDays number of days prior to today's date and risk header should not have been assigned to any prior certifications and at the time of a provisional certification, it should match with the Cert_ID.
Risk	Priority	RiskDet	ParticipantRiskPrtyNr	Valid data

2.3 Pre-Certification Algorithm

This table lists the required values for pre-certification. A system parameter controls the display and use of Pre-Certify in the system. When the terms "Valid data" and "Valid code" are used in the Required Value for Certification column of this matrix, the developer checks to verify that there is data or a code present, but does not further validate the data or the code. This validation has already occurred at the screen level. This algorithm is checking for the presence of that data. When the term "Valid date" is used, when appropriate to complete further validation, it is noted. When that is not noted, then screen level validation has already occurred and does not need repeated at this point.

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Member/Proxy	Person ID	FamilyMember	FFMemberID	Valid data
Member/Proxy	First Name	FamilyMember	FirstName	Valid data
Member/Proxy	Last Name	FamilyMember	LastName	Valid data
Application	Application Dates	Application	ApplicationDt	If P, then valid date If I, then date within [parameter] days of DOB as defined in system parameter, ClinicServices.MaxAgeDaysInfantPrecert
Application	Pre-Certify	Application	ApplicationTypeCd	Must be "PREC"
Enrollment	Sex	Participant	SexCd	Valid code
Enrollment	Date of Birth	Participant	BirthDt	Valid date, cannot be greater than today's date
Family	FB Issuance	Participant	FIssuanceCd	Valid code
Family	Mother's Ed Level	BenefitFamily	MotherEducationCd	Valid code
Contact/Address	Physical Address	FamilyAddr	AddressTypeCd	There must be a physical address code. Cannot be null. <i>Note: If the code = P (physical) then screen level edits have already validated the Address, City, State, ZIP, and County fields. Thus, at the Certify event, only the presence of the indicator needs to be verified.</i>
Contact/Address	Effective Date	FamilyAddr	EffectiveDt	Valid date
Identity	Record Dates	ParticipantIdentity	RecordedDt	Valid date not more than 1 month prior to Today's date
Identity	Proof of Identity	ParticipantIdentity	ProofOfIdentityCd	Valid code
Identity	Physically Present	ParticipantIdentity	PhysicallySeenCd	Valid code
Participant Category	Participant Category	ParticipantType	ParticipantTypeCd	Valid codes: I, P

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Adjunct Eligibility	Proof	AdjunctEligibility	ProofOfAdjunctEligCd	<p>2nd in Income Order of Precedence Does the participant have adjunct eligibility? a. Yes i. Do they have proof of adjunct eligibility? 1. Yes – Participant is income eligible. Stop income eligibility processing. 2. No – Continue income eligibility processing. b. No – Continue income eligibility processing.</p> <p>3rd in Income Order of Precedence Does another participant in the economic unit have umbrella adjunct eligibility (pregnant woman; infant with MA; or any category participant with TANF or FS)? a. Yes i. Does the woman or infant have proof of adjunct eligibility? 1. Yes – Participant is income eligible. Stop income eligibility processing. 2. No – Participant is not income eligible. Stop income eligibility processing. b. No – Participant is not income eligible. Stop income eligibility processing.</p> <p>Additional Information</p> <ul style="list-style-type: none"> • If Medical Assistance is checked for an Infant or Pregnant participant in the economic unit’s most recent adjunct eligibility record, then any participant in the economic unit is adjunctively eligible. A valid code for Proof of Adjunct Eligibility is needed for the Infant or Pregnant participant. • If Medical Assistance is checked for a Child, Not Breastfeeding, or Breastfeeding, participant in the economic unit’s most recent adjunct eligibility record, then only that participant is adjunctively eligible. A valid code for Proof of Adjunct Eligibility

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
				<p>is needed for that participant.</p> <ul style="list-style-type: none"> • If TANF or Food Assistance is checked for any participant in the economic unit's most recent adjunct eligibility record, then any participant in the economic unit is adjunctively eligible. A valid code for Proof of Adjunct Eligibility is needed for one participant in the economic unit. • If State Program (system parameter determines the name of this on the screen) is checked for any participant in the economic unit's most recent adjunct eligibility record, then only that participant is adjunctively eligible. A valid code for Proof of Adjunct Eligibility is needed for that participant. (AdjunctEligibility.TANFIn AdjunctEligibility.FoodStampIn AdjunctEligibility.MAIn AdjunctEligibility.StateProgIn),
Income/Residency	Record Dates	IncomeDeterm	RecordedDt	Valid date, cannot be greater than today's date

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Income/Residency	Total Income	IncomeDeterm	TotalYearlyIncomAmt	<p>1st in Income Order of Precedence Is the economic unit for the participant within the income guidelines? Total Annual Income cannot exceed value in Income Guidelines for the household size.</p> <p>a. Yes</p> <p> i. Do they have proof?</p> <p> 1. Yes– Participant is income eligible. Stop income eligibility processing.</p> <p> 2. No – Continue income eligibility processing.</p> <p>b. No – Continue income eligibility processing.</p> <p>If the family is not adjunctively eligible (Income; AdjunctEligibility.TANFIn AdjunctEligibility.FoodStampIn AdjunctEligibility.MAIn AdjunctEligibility.StateProgIn) then the Total Income cannot exceed the USDA guidelines.</p> <p><i>Note: The USDA guidelines are stored in the IncomeGuidelines table. Match the current participant data to the columns in this table.</i></p>
Income/Residency	Household Size	IncomeDeterm	HouseholdSizeNr	Valid data
Income/Residency	Proof of Residency	IncomeDeterm	ProofOfAddressCd	Valid code
Pregnancy	Expected Delivery Date	Pregnancy	ExpectedDeliveryDt	If the participant category = P (ParticipantType ParticipantTypeCd), then a valid date is required.
Pregnancy	Last Menstrual Period	Pregnancy	LastMenstrualPeriod	If the participant category = P (ParticipantType ParticipantTypeCd), then a valid date is required

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Nutrition Interview	BF Description	InterviewInfant	BFActionCd	If the participant category = I (ParticipantType ParticipantTypeCd), then a valid code is required.
Risk	Record Dates	RiskHeader	RecordedDt	Valid date cannot be greater than today's date.
Risk	Assigned Risks	RiskDet. ParticipantRiskCd where Risk Date = RiskHeader.RecordedDt		At least one risk code must be assigned and the associated RiskHeader.RecordedDt must be within system parameter ClinicServices.Certify.RiskAssignmentMaxDays number of days prior to today's date <i>Note: If the participant category = I the system initially assigns risk code 701, and if the participant category = P the system assigns risk code 503, but these values can be changed by the user.</i>
Risk	Priority	RiskDet	ParticipantRiskPrtyNr	Valid data <i>Note: If the participant category = I the system initially assigns a value of 2, and if the participant category = P the system assigns a value of 4.</i>

2.4 VOC-Certification Algorithm

This table lists the required values for a VOC certification.

When the terms "Valid data" and "Valid code" are used in the Required Value for Certification column of this matrix, the developer checks to verify that there is data or a code present, but does not further validate the data or the code. This validation has already occurred at the screen level. This algorithm is checking for the presence of that data. When the term "Valid date" is used, when appropriate to complete further validation, it is noted. When that is not noted, then screen level validation has already occurred and does not need repeated at this point.

Note: Although a nutrition interview is not required for a VOC certification, it is required to create a food package for an infant.

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Member/Proxy	Person ID	FamilyMember	FFMemberID	Valid data
Member/Proxy	First Name	FamilyMember	FirstName	Valid data
Member/Proxy	Last Name	FamilyMember	LastName	Valid data
Application	Record Dates	Application	ApplicationDt	Valid date, cannot be greater than today's date
Application	Certification Start Date	Application	VOCLastCertBegDt	Valid date, cannot be greater than today's date
Application	Certification End Date	Application	VOCLastCertEndDt	Valid date
Application	Last Benefits Start Date	Application	VOCBenefitsStartDt	Valid date
Application	Last Benefits End Date	Application	VOCBenefitsEndDt	Valid date
Enrollment	Sex	Participant	SexCd	Valid code
Enrollment	Date of Birth	Participant	BirthDt	Valid date
Family	FB Issuance	Participant	FIIssuanceCd	Valid code
Family	Mother's Ed Level	BenefitFamily	MotherEducationCd	Valid code
Contact/Address	Physical Address	FamilyAddress	AddressTypeCd	There must be a physical address code. Cannot be null. <i>Note: If the code = P (physical) then screen level edits have already validated the Address, City, State, ZIP, and County fields. Thus, at the Certify event, only the presence of the indicator needs to be verified.</i>
Contact/Address	Effective Date	FamilyAddress	EffectiveDt	Valid date, cannot be greater than today's date

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Identity	Record Dates	ParticipantIdentity	RecordedDt	Valid date not more than 1 month prior to Today's date.
Identity	Proof of Identity	ParticipantIdentity	ProofOfIdentityCd	Valid code
Identity	Physically Present	ParticipantIdentity	PhysicallySeenCd	Valid code
Income/Residency	Proof of Residency	IncomeDeterm	ProofOfAddressCd	Valid code
Income/Residency	Household Size	IncomeDeterm	HouseholdSizeNr	Valid data
Participant Category	Participant Category	ParticipantType	ParticipantTypeCd	Valid codes: I, C, P, B, N
Voter Registration	Record Dates	MotorVoter	RecordedDt	If using Voter Registration [system parameter], ClinicServices.UseVoterRegistration, Date must be within [system parameter], ClinicServices.Certify.VoterRegistrationMaxDays, days prior to today's date.
Voter Registration	Registered?	MotorVoter	RegisteredIn	If using Voter Registration, Valid code, null is not acceptable.
Voter Registration	Form completed today?	MotorVoter	FormCompletedIn	If using Voter Registration, Valid code, null is not acceptable.
Risk	Record Dates	RiskHeader	RecordedDt	Valid date, cannot be greater than today's date
Risk	Assigned Risks	RiskDet.ParticipantRiskCd where Risk Date = RiskHeader.RecordedDt		At least one risk code must be assigned and the Risk Date on the same screen must be within [system parameter], ClinicServices.Certify.RiskAssignmentMaxDays days prior to Today's date and the risk header should not have been assigned to any prior certifications.
Risk	Priority	RiskDet	ParticipantRiskPrtyNr	Valid data

2.5 Investigator Family Algorithm

This table lists the required values for an Investigator Family certification. Note: Although a nutrition interview is not required for a certification for an infant that is part of an investigator family, it is required to create a food package for the infant.

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Member/Proxy	Person ID	FamilyMember	FFMemberID	Valid data
Member/Proxy	First Name	FamilyMember	FirstName	Valid data
Member/Proxy	Last Name	FamilyMember	LastName	Valid data
Enrollment	Sex	Participant	SexCd	Valid code
Enrollment	Date of Birth	Participant	BirthDt	Valid date
Enrollment	Hispanic/Latino	Participant	HispanicIn	Valid data
Enrollment	Race	ParticipantRace	RaceCd	At least one valid code
Application	Application Dates	Application	ApplicationDt	Valid date
Contact/Address	Physical Address	FamilyAddress	AddressTypeCd	There must be a physical address code. Cannot be null. <i>Note: If the code = P (physical) then screen level edits have already validated the Address, City, State, ZIP, and County fields. Thus, at the Certify event, only the presence of the indicator needs to be verified.</i>
Contact/Address	Effective Date	FamilyAddress	EffectiveDt	Valid date
Family	FI Issuance	Participant	FIIssuanceCd	Valid code
Family	Mother's Ed Level	BenefitFamily	MotherEducationCd	Valid code
Participant Category	Participant Category	ParticipantType	ParticipantTypeCd	Valid codes: I, C, P, B, N

2.6 Fulfill Proof Algorithm

This table lists the required values to fulfill a provisional certification.

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Adjunct Eligibility	Proof	AdjunctEligibility	ProofOfAdjunctEligCd	<p>2nd in Income Order of Precedence Does the participant have adjunct eligibility? a. Yes i. Do they have proof of adjunct eligibility? 1. Yes – Participant is income eligible. Stop income eligibility processing. 2. No – Continue income eligibility processing. b. No – Continue income eligibility processing.</p> <p>3rd in Income Order of Precedence Does another participant in the economic unit have umbrella adjunct eligibility (pregnant woman; infant with MA; or any category participant with TANF or FS)? a. Yes i. Does the woman or infant have proof of adjunct eligibility? 1. Yes – Participant is income eligible. Stop income eligibility processing. 2. No – Continue income eligibility processing. b. No – Continue income eligibility processing.</p> <p>4th in Income Order of Precedence Does the participant have adjunct eligibility with no proof? a. Yes i. Does state allow provisional certification for missing proof of adjunct eligibility? 1. Yes – Participant is income eligible for provisional certification. Stop income eligibility processing. 2. No – Continue income eligibility processing. b. No – Continue income eligibility processing.</p>

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
				<p>5th in Income Order of Precedence Is the family within the income guidelines but has no proof? a. Yes i. Does state allow provisional certification for missing proof of income? 1. Yes – Participant is income eligible for provisional certification. Stop income eligibility processing. 2. No – Participant is not income eligible for WIC. Stop income eligibility processing. b. No – Participant is not income eligible for WIC. Stop income eligibility processing.</p> <p>Additional Information</p> <ul style="list-style-type: none"> • If Medical Assistance is checked for an Infant or Pregnant participant in the economic unit’s most recent adjunct eligibility record, then any participant in the economic unit is adjunctively eligible. A valid code for Proof of Adjunct Eligibility is needed for the Infant or Pregnant participant. • If Medical Assistance is checked for a Child, Not Breastfeeding, or Breastfeeding participant in the economic unit’s most recent adjunct eligibility record, then only that participant is adjunctively eligible. A valid code for Proof of Adjunct Eligibility is needed for that participant. • If TANF or Food Assistance is checked for any participant in the economic unit’s most recent adjunct eligibility record, then any participant in the economic unit is adjunctively eligible. A valid code for Proof of Adjunct Eligibility is needed for one participant in the economic unit. • If State Program (system parameter determines the name of this on the screen) is checked for any

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
				participant in the economic unit's most recent adjunct eligibility record, then only that participant is adjunctively eligible. A valid code for Proof of Adjunct Eligibility is needed for that participant. (AdjunctEligibility.TANFIn AdjunctEligibility.FoodStampIn AdjunctEligibility.MAIn AdjunctEligibility.StateProgIn),
Identity	Proof of Identity	ParticipantIdentity	ProofOfIdentityCd	Valid code
Income/Residency	Record Date	IncomeDeterm	RecordedDt	Valid date
Income/Residency	Total Income	IncomeDeterm	TotalYearlyIncomeAmt	<p>1st in Income Order of Precedence</p> <p>Is the economic unit for the participant within the income guidelines? Total Annual Income cannot exceed value in Income Guidelines for the household size.</p> <p>a. Yes</p> <p> i. Do they have proof?</p> <p> 1. Yes– Participant is income eligible. Stop income eligibility processing.</p> <p> 2. No – Continue income eligibility processing.</p> <p>b. No – Continue income eligibility processing.</p> <p>If the family is not adjunctively eligible (Income; AdjunctEligibility.TANFIn AdjunctEligibility.FoodStampIn AdjunctEligibility.MAIn AdjunctEligibility.StateProgIn) then the Total Income cannot exceed the USDA guidelines.</p> <p><i>Note: The USDA guidelines are stored in IncGuideline. Match the current participant data to the columns in this table</i></p>

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Income/Residency	Household Size	IncomeDeterm	HouseholdSizeNr	Valid data
Income/Residency	Proof of Residency	IncomeDeterm	ProofOfAddressCd	Valid code

2.7 Certification Result Screen

Displays after algorithm is executed.

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Certification Results				<p>If no errors are detected then Results field displays "Success" Messages field displays "Certified" If Pre-Certify is selected then WIC Status is set to "Active – Pre" Else If Out-of-State VOC is selected then WIC Status is set to "Active – VOC" Else If any provisional certification system parameters are set to a number > 0 And any allowable proofs are missing then WIC Status is set to "Active – Prov" Messages field displays "Certified Provisional" Else WIC Status is set to "Active". end If</p> <p>If any errors are detected then the WIC Status is not changed, and the Result field displays the text "Failed" and for each error that was discovered, the corresponding error message is listed in the Messages field. end If</p>

2.8 Business Logic Edits

Screen/Pop-Up	Field			Required Value for Certification
	Field Name on Screen	Database Table	Database Column	
Family	Sex and Participant Category	Participant and ParticipantType	SexCd and ParticipantTypeCd	If SexCd = Male, ParticipantTypeCd cannot = P, B, N
Family	Date of Birth and Participant Category	Participant and ParticipantType	BirthDt and ParticipantTypeCd	If Age > 1 yr, ParticipantTypeCd cannot = I If Age > 5 yr, Child participant cannot be certified If Age < 7 yr, ParticipantTypeCd cannot = P, B, N