Quick Guide: WIC Tasks & Tabs to Complete

Tabs & Hyperlinks	Infant Precert	Pregn. Precert	VOC	Termination	Violation	Bf ➔ Not Bf status
Scheduler						Look at her risk
Today's Schedule						tab. If the risks
Family						are only related to
Member			If not new member			BF Status, you must do a new health hx and diet hx and determine risks again.
Aliases						
Application			X			
Participant Type		If changing				X
WIC Status (view only)						
History (view only)						
New Member	X	If new ppt.	If no appt			
Contact / Address	X	X	X			
Transfer Family						
Retrieve Participant						
Eligibility						
Participant Eligibility	X	X	X Proof of ID			
Income	X	X				
Voter Registration			X			
Income family						
Contact / Address	X	X	X			
Health / Nutrition						
Pregnancy		X				
Breast pump						
Breastfeeding	X					X (infant)
Breast pump						
Blood						
Anthro						
Health	12 and/or 13					If needed (see above)
Diet						
Risk	X	X	X			
Nutrition Ed						
Care Plan						As needed
Certification	**X**	**X**	**X**	**X**		
Tools → Violations					X	
Food Package	X	X	X			X
Food Instruments						
Print FIs	X	X	X	X (if appropriate)		X
Scheduler						
Schedule next appt.			X			As needed
Outputs						
Appointment Reminder	Only if in clinic	Only if in clinic	X			As needed
Rights & Respons.	Only if in clinic	Only if in clinic				If repeated risk determination
Other				Notice of Termination	Notice of Violation Notice of DQ Notice Restitution/DQ	
Tools						
Comments / Alerts	As needed					
Referrals	As needed					

Quick Guide: WIC Tasks & Tabs to Complete (continued)

Tabs & Hyperlinks	**Proof of $**	**New contact info**	**Food pkg change**	**Referral**	**Name change**	**In-state transfer** Connected OR Disconnected & same agency	**In-state transfer** Disconnected & another agency	**Create mom/baby link & issue food pkg or pump** Baby still in hospital
Scheduler								
Today's Schedule	X					X	Search & read ppt summary. If active, call your main office & have them do transfer OR do it when you return to the Main office.	
Family								
Members					X	✓ FI issuance		
Aliases					X as needed			
Application								
Participant Type								
WIC Status (view only)								
History (view only)								
New Member								X Add baby
Contact / Address		X				X		
Transfer Family						X		
Retrieve Participant								
Eligibility								
Participant Eligibility	X or X							Proof of ID, not phys present
Income								
Voter Registration		X (if in person)				X		
Income family								
Contact / Address		X				X		
Health / Nutrition								
Pregnancy								Link baby
Breast pump								As needed
Breastfeeding			X (infant)					Link mom
Breast pump								As needed
Blood								
Anthro								
Health								
Diet								
Risk								
Nutrition Ed			As needed			As needed		
Care Plan			As needed	As needed				
Certification	Fulfill proof or Tools → Fulfill proof							
Tools → Violations								
Food Package			X			As needed		
Food Instruments								
Print FIs	X		X			As needed		
Scheduler								
Schedule next appt.	X					X	X	
Outputs								
Appointment Reminder	X					X	Print & send after synching	
Rights & Respons.								
Tools								
Comments / Alerts	As needed							
Referrals	As needed			X		As needed		