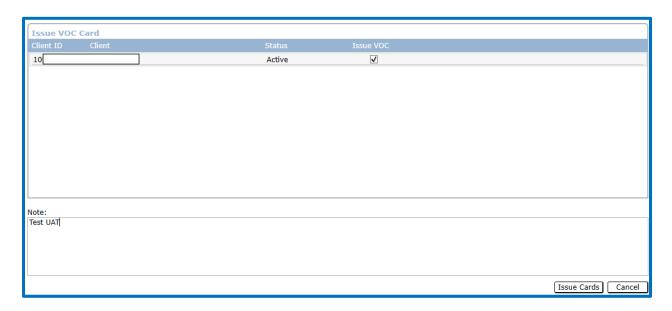
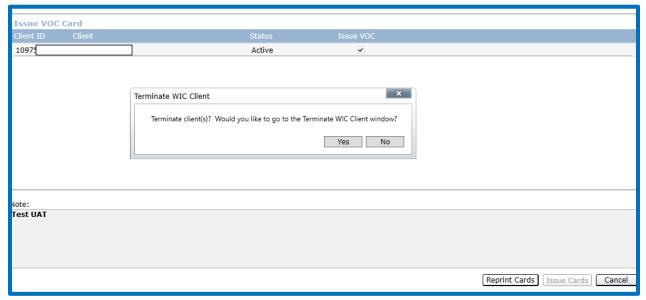
## **Verification of Certification (VOC)**

See PPM CH 8 F 'Transfer Out of the State'. Participant notifies LA they are moving out of state or LA receives a call from another SA requesting proof of current certification for family members active on WIC.

## Steps:

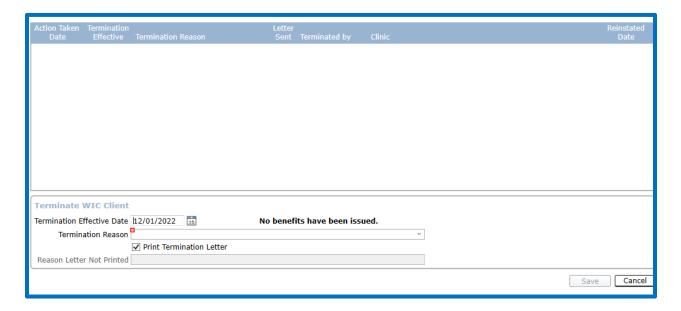
• Client Tab - VOC Card - Issue



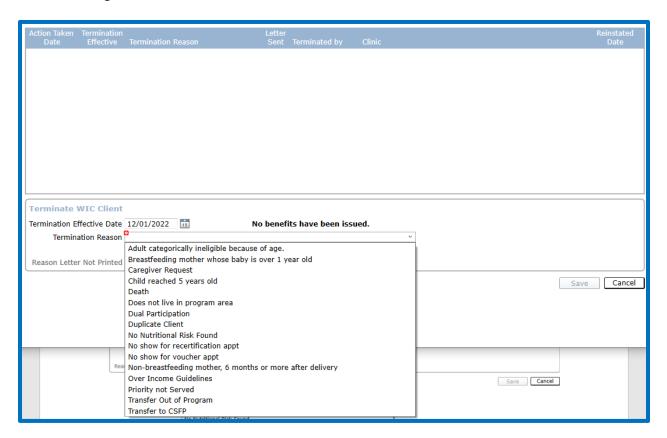


- If the family still has benefits available, ask when they plan to leave the state. For example, if not leaving for a week or more, ask participant if they will need to use WIC benefits. If they say no, let them know you will be terminating them from NH WIC and the card will no longer be active.
- If they will not be leaving right away, staff should note to terminate on the date agreed upon and let the family no the card will no longer be active as of this date.
- Review benefit end date and void future benefits if needed.

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- Will print a termination letter for the participant unless declined, if declined will need to provide a reason. (Note, if family has moved already, can print as a pdf and email to participant)
- Important, termination letter provides date ineligible, reason and steps to take for a fair hearing.



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New Hampshire	DHHS WIC	Program VOC Card	1101119 Date Issued: 12/01/2022
FI First Use Date: Fl End Use Date: Certification Date: Income Determined:	[None] [None] 09/06/2022 09/06/2022	Eligibility Begin: 09/06/2022 Eligibility End: 09/30/2023	tes: Test UAT
Category: Child	Prio	ority: 3	
Nutritional Risks Obese(BMI/Age)		Most Recent Measures Height: 09/06/2022 38" 4/8ths Weight: 46 lb HGB: 09/06/2022 11.4	X Kristina Thompson Concord WIC Clinic 2 Industrial Park Drive Concord, NH 03302-0000 (800) 578-2050
This institution is an equal opportunity provider.			

- Staff will need to sign before sending.
- Can print and give to participant, email or mail to participant or send to the receiving WIC agency via email or fax.
- After completed, will have the option to reprint if needed.

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