

2.07 Certification of Foster Children

POLICY:

Foster children will be certified as eligible for WIC Program participation according to age, residency, income and nutrition risk requirements.

PROCEDURE:

A. Certification of Foster Children

At the time of application, the foster child will be screened according to WIC Program eligibility criteria (see **Policy 2.01, Certification of Participants**).

B. WIC Identification Number

The foster child will be provided with their own WIC identification number, i.e. their own social security number.

*Note: The social security number for each infant/child WIC participant will be documented in the **STORC Demographics Screen** for future reference, if necessary.*

1. The foster child will retain this identification number for the remainder of their participation in the West Virginia WIC Program, even when the child is returned to the original payee/parent/guardian or is terminated and reinstated for any reason.
2. The State Agency Help Desk will be notified when “Dual Participation” appears (see **Policy 1.11, Dual Participation**). The dual enrollment may not be resolved without first consulting Help Desk.
3. The foster child’s records must be transferred from a previous WIC clinic in the State.
 - a) The foster parent must physically take guardianship papers to the WIC clinic to request the transfer of records.
 - b) A copy of the guardianship papers will be retained in the participant’s chart.
 - c) The transfer will terminate the child from the previous WIC clinic.
 - d) The previous WIC clinic will not terminate the child with reason “G”, moved, unless the child moves out of State.

C. Participant and Payee Certification Names

1. The foster child must be entered into the **STORC Demographics Screen** under their own legal name.

2.07 Certification of Foster Children

2. The child's name will not be changed until legal documentation of a name change is placed in the participant's chart.
3. The payee name will be changed to that of the foster parent providing legal documentation confirming guardianship. A copy of the documentation will be placed in the participant's chart.

D. Income Eligibility

1. When the welfare agency is legally responsible for a foster child, the child will be considered a one (1) person family.
 - a) The income of the foster child will be the payments made by the welfare agency for the care of the child.
 - b) The income will be documented as "D-03" in the **STORC Demographics Screen** because of the adjunct income eligibility of the foster child.
2. When the foster child is adopted, the child's income eligibility will change and then be based on the income of the adoptive family.

E. WIC Identification Folder (FD-10)

1. The foster parent will be provided a separate WIC Identification Folder for each foster child in their household.
2. A foster parent with their own child(ren) on WIC will be issued one (1) WIC Identification Folder for all active participants under the payee's identification number.
3. When children return to the original payee/parent/guardian, one (1) WIC Identification Folder will be issued listing each active participant identification number under "Family Number".

F. Food Instrument Issuance

The foster parent will be questioned during each issuance of food instruments about the approximate length of stay for the foster child.

1. A child who is placed in a home for a short duration will be issued the appropriate amount of food instruments, i.e. one (1) month issuance.
2. A child who is placed in a home indefinitely will be provided with three (3) months of food instruments during each issuance, if appropriate.

2.07

Certification of Foster Children

3. The foster parent will be instructed during a child's initial food instrument issuance that the food instruments and WIC foods purchased are to be used only for the child and must be given to the child when they leave the home.
4. The foster parent will be instructed to label the food/formula purchased for the child with food instruments for easy identification.
5. Food instruments will not be issued to a current payee until all effective food instruments issued for the child are returned by the previous payee and voided by WIC staff. Double issuance of food instruments is not possible because STORC will identify dual enrollment.

REFERENCES:

1. WIC Regulations 246.7, Certification of Participants
2. FNS Instruction 803-3, Income Eligibility