

2.07

Certification of Foster Children

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**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 WV WIC identification number.

*Note: If the Social Security Number is provided for the infant/child WIC participant it will be documented in the **Crossroads Participant Demographics Screen**.*

1. The foster child will retain this identification number for the remainder of their participation in the West Virginia WIC Program, unless they are returned to the original parent/guardian. Children will then be placed back under the original family identification number issued in the computer system.
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 scanned into the participant’s chart.
  - c. The transfer will terminate the child from the previous WIC clinic.

**C. Participant and Guardian Certification Names**

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

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2. The child's name will not be changed until legal documentation of a name change is presented.
3. The parent/guardian name will be changed to that of the foster parent providing legal documentation confirming guardianship. A copy of the documentation will be scanned into the participant's chart.

**D. Income Eligibility**

1. When DHHR (Department of Health and Human Resources) 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 DHHR for the care of the child.
  - b. The income will be documented in the **Crossroads Income Information 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. eWIC Benefit Cards**

1. The foster parent will be provided a separate eWIC Benefit Card for each foster child in their household.
2. A foster parent with their own child(ren) on WIC will be issued one (1) eWIC Benefit Card for all active participants under the parent/guardian's identification number.
3. When foster children return to the original parent/guardian, one (1) eWIC Benefit Card will be issued for all active participants. Children will be placed back under the original family identification number issued in the computer system.

**F. eWIC Benefit Issuance**

The foster parent will be questioned during each issuance of eWIC benefits 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 eWIC benefits, i.e. one (1) month issuance.
2. A child who is placed in a home indefinitely will be provided with three (3) months of eWIC benefits during each issuance, if appropriate.

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3. The foster parent will be instructed during a child's initial eWIC benefit issuance that 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 eWIC benefits for easy identification.
5. eWIC benefits will be voided from the infant/child's current parent/guardian and issued to the foster family when they are added in Crossroads.
  - a. eWIC benefits will be prorated, as needed, to keep the child on their current issuance.
  - b. The Local Agency will send a letter to the current parent/guardian to notify them that benefits have been reduced on their eWIC Benefit Card.

**REFERENCES:**

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