

## Termination

- I. Participants may be terminated during their certification period for the following reasons:
  - a. Family is over income
  - b. Participant violations
  - c. Participant requests termination
  - d. Categorical ineligibility; such as if a woman discontinues breastfeeding her baby who is between six (6) and twelve (12) months of age.
  - e. Partial breastfeeding out of range, with the infant greater than six months of age
  - f. Category change
  - g. Deceased
  - h. No longer in family
  - i. Transfer out of state
  - j. Failure to provide proof
  - k. No recent food benefit pick-up
- II. Routine terminations are completed automatically by the VISION system for reasons such as:
  - a. Failure to provide proof (provisional certification).
  - b. No recent food benefit pick-up (no benefit pick-up in the last two months).
  - c. Failure to reapply (after a certification period has expired).
  - d. Categorical ineligibility (after a certification period has expired).
- III. For those who become over-income during the certification period, a new income record must be added. The VISION system will initiate the termination record when the check income eligibility button is clicked and the action boxes are checked. The client will be required to sign the signature pad indicating they understand they are no longer eligible. (See *Income Reassessment During a Certification Period*.)

- IV. For clients being terminated for stopping breastfeeding or breastfeeding out of range, see the *Food Packages* section for more information on this procedure. Written notification with benefits is required.
- V. If the termination record was not created by an automated VISION system process, manually terminate the participant within Certification/Termination screen using the appropriate termination reason. The termination effective date in VISION will be automatically set to a date 15 days in the future. This can be manually adjusted to today's date if necessary.
- VI. Active participants to be terminated during a certification period are entitled to a minimum of 15 days written notification prior to termination. (For exclusions see *VIII.* below.)
  - a. Participants are eligible for a minimum of 15 days benefits during the notification period.
    - i. The benefits issued during the 15 day notification period should be a continuation of the benefits the participant is currently receiving.
  - b. Notification is accomplished through the issuance of the Notification of Termination printed from the VISION system's printouts menu.
  - c. Document issuance of the Notice of Termination in the comments screen or scan the printed notice.
  - d. For disqualifications due to participant violations, the Notice of Disqualification is printed from the Participant Violations screen. This notice provides 15 days notification of termination.
- VII. The following should be treated as a participant violation:
  - a. Failure to surrender checks or redemption of checks beyond the notification period.
  - b. Failure of the participant to inform the clinic that they have stopped breastfeeding before additional benefits are issued.
- VIII. Participants terminated during a certification period who do not require a Notice of Termination and 15 days benefits include:
  - a. Participants who are being recertified as a different category of participant at the same time as the termination.
  - b. Participants who are being terminated from a provisional certification for failure to provide proof.

- c. Persons who are being terminated automatically by the system for no recent food benefit pick-up who have not received any benefits in the last two months.
  - d. Deceased individuals.
  - e. Individuals who are no longer a part of the family and are not transferring to another WIC family.
  - f. Participants who are moving out of state and have been issued a VOC.
- IX. Participants who request termination may decline receiving benefits during the notification period if they choose.
- X. Reinstatement during a certification period. Participants who were terminated for certain reasons during a certification period may be reinstated before the expiration of the certification period.
- a. Participants may be reinstated for the following reasons:
    - i. No recent food benefit pickup.
    - ii. Participant requested termination.
    - iii. Transfer out of state.
  - b. Reinstatement is completed within the Certification/Termination panel, by editing the termination record and clicking on the “Reinstate” button.
    - i. The reinstatement reason must be entered.
    - ii. Make a comment if necessary to explain the circumstances.
  - c. If the certification period has already expired or if the participant’s record has changed from “terminated” to “ineligible” the client cannot be reinstated and a new certification must be completed.
    - i. A new certification must be completed even within the time frame of the current certification period.
    - ii. The new certification may not be completed using old data from the previous certification.
  - d. Provisional certifications that have been terminated for failure to provide proof cannot be reinstated and a new certification must be completed.
    - i. Under no circumstance may a second, subsequent 30-day provisional certification period be used if the applicant fails to provide the required documentation before the provisional certification period expires.
  - e. Clinics may use the VOC application process to reinstate foster children who were terminated for the reason “no longer in family” and who are now moving to a new family.

- i. When a child is terminated during a certification period for the reason of “no longer in family” VISION makes this child a hidden member. It is not possible to reinstate the child if he/she is now living with a new foster family. To ease the burden on foster parents and clinic staff, foster children who are in a terminated status with the certification end date still in the future may have a new application entered using the VOC process.
- ii. By selecting “Out of State VOC” on the application screen and entering the certification start date of the most recent certification period and the original certification end date along with the date of the last benefits issuance, staff will be able to issue benefits if they choose not to complete a full certification of the foster child at the current time.
- iii. Because there would not be a VOC document to scan, staff must enter a comment as to why the VOC process was used and no scan of a VOC was made.

XI. Notification of Expiring Certification. Participants must be notified that their certification period is about to expire.

- a. Notification is accomplished by a statement being printed automatically on the participant’s last check of each month that lists the participant’s certification expiration date.
- b. For any certified participants who do not receive checks, clinic staff must notify the participant of the certification expiration date and the need to reapply if eligible. This may be done by: a letter being mailed, a phone call, email, or verbal notice in the clinic.
  - i. Participants must be notified at least fifteen (15) days prior to actual expiration, but not earlier than two (2) months before expiration.
  - ii. Documentation of the notice given must be made in the comments or the notice may be scanned.
- c. At the last vouchering appointment of the certification period, clinic staff should discuss the participant’s future categorical eligibility status with the participant or guardian. This will assist the client to know whether or not they should reapply for certification.
  - i. Certification appointments should be noted on the WIC ID packet.

XII. Applicants or participants who would like to appeal a decision made by the local agency may request an informal Agency Conference or a may request a Fair Hearing. Appellants may be encouraged to attempt to settle the dispute in an Agency Conference before requesting a Fair Hearing. See *Appeals* for more information.