

SECTION: Certification**SUBJECT: Providing WIC Services to Infants and Children in Foster Care**

Federal Regulations: §246

See also: WIC 200-16: WIC Program Orientation and WIC 400-05 WIC Benefit Issuance

POLICY

Infants or children under the age of five who are part of the Connecticut State Department of Children and Families (DCF) foster care system are eligible for WIC services. Foster children are provided with Medicaid/HUSKY A insurance to obtain medical care. The foster parent is provided with a monthly foster parent reimbursement or subsidy to provide basic needs for the infant or child. When placing an infant or child in foster care, the DCF Social Worker will provide a Placement Portfolio to the foster parent which includes the following documents:

- Agreement for Temporary Care of Children (Form 469)
- Child Placement Information (DCF-818)
- Medical Card or number
- Legal forms such as Request for Voluntary Placement (DCF-526) or Order of Temporary Custody
- Copies of necessary documents such as Social Security card or number, Birth Certificate or copy of birth certificate.

If the DCF Social Worker or a foster parent notifies a WIC local agency that an infant or child has been placed with a foster family or is being moved from one foster family to a different foster family, placement information is needed to process the WIC certification or perform a transfer of WIC benefits from the birth family or previous foster family. Once placement information is provided by a DCF Social Worker or a foster parent, a WIC Certification or Foster (this is a secondary appointment like a follow-up) appointment type must be scheduled within ten (10) days.

Documentation

The following must be documented in the CT-WIC participant record when the infant or child is in foster care:

- Placement information must be scanned in CT-WIC. The Agreement for Temporary Care of Children (Form 469), Child Placement Information (DCF-818) or a letter from the DCF Social Worker on Connecticut State DCF letterhead may be accepted for placement information documentation.
- The Foster Care checkbox must be selected on the CT-WIC Participant Information screen or on the Precertification screen when adding a participant in the Applicant grid.
- The monthly foster parent reimbursement or subsidy must be documented on the CT-WIC Income Information screen income grid.

eWIC Card Issuance

Revised 3-2024

Foster parents will have separate CT-WIC Family ID numbers and eWIC cards for all WIC eligible participants under their care.

For example, if a foster mother has 2 foster children, she will be the Authorized Person for both children, she will have 2 CT-WIC Family ID Numbers and 2 eWIC cards. Under the Search function in CT-WIC, when you search by name, this Authorized Person will be associated with both of the foster children.

CT-WIC Instructions

Infant or Child who has never received WIC Services is now in Foster Care

1. Complete a State Search to verify that the infant or child does not have a CT-WIC record. If there is a record, proceed to the next section *Transfer of Infant or Child from Birth or Foster Family to a Foster Family*.
2. Once it is verified that an infant or child is being moved to a foster family, create a new family record in the Precertification screen (Scheduling Tasks jellybean).
3. Add the infant or child's name and date of birth in the Applicant grid. **Select the Foster checkbox.** Save the screen.
4. Document the placement information in the participant's progress notes. Scan the documentation into the CT-WIC record.
5. Schedule a Certification appointment type within ten (10) days.
6. Process the Certification appointment and issue benefits. NOTE: The monthly foster parent reimbursement or subsidy must be documented on the Income Information screen income grid.

Transfer of Infant or Child from Birth or Foster Family to a Foster Family

1. Complete a State Search to determine if the infant or child has a CT-WIC record. Make note of the Participant ID number.
2. Once it is verified that an infant or child is being moved to a foster family, create a new family record in the Precertification screen (Scheduling Tasks jellybean). Remind the new foster parent that any unused WIC benefits (formula/food) should be transferred to the new foster household with the infant or child.
3. Leave the Applicant grid blank. Save the screen.
4. Transfer the participant from the previous foster family's CT-WIC record to the new foster family's record by using the Change Family functionality found on the Miscellaneous dropdown in the Clinic module. When transferring an infant or child from one foster family to another, staff must always select the option: *'Complete Transfer and Void Benefits'*. Voiding the participant benefits will ensure that any unredeemed benefits are not used by the old foster family.

Transferring Participant

Authorized Person Information

<u>Family ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Birth Date</u>
9439642	FAMILY	FOSTER		2/26/1995

Participant Information

<u>Participant ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Birth Date</u>
300953366	ISSUANCE	CHILD		4/23/2021
<u>Category</u>				<u>BVT Date</u>
C2				4/23/2024

Participant Current Benefits

Transferring Participant

Recommend voiding the following CURRENT month benefits and ALL future benefits for this participant. To void these benefits, click the Complete Transfer and Void Benefits button.

Benefit Start Date							
2/24/2024							
Food Item	Phys. Form	Qty Issued to Parti.	Qty Issued to Family	Qty Voided to Family	Qty Rede...	Qty to be Voided	Sent To EBT
Cheese - All Authorized	LB	1.00	1.00	0.00	0.00	1.00	No
Eggs - Large-WIC Approved	DOZ	1.00	1.00	0.00	0.00	1.00	No
Breakfast Cereal - All Authoriz...	OZ	24.00	24.00	0.00	0.00	24.00	No
Legumes/Peanut Butter - WIC ...	LB	1.00	1.00	0.00	0.00	1.00	No
Infant Cereal - All Authorized	OZ	0.00	16.00	0.00	0.00	0.00	No
Infant Fruit & Vegetables - All ...	PKG	0.00	22.00	0.00	0.00	0.00	No
Whole Wheat Bread or Whole ...	LB	2.00	2.00	0.00	0.00	2.00	No

5. Document the placement information in the participant's progress notes. Scan the documentation into the CT-WIC record.
6. Schedule a Foster appointment type in CT-WIC within ten (10) days.
7. At the WIC visit, update the Guided Script screens as needed.

NOTE: If the infant or child is placed in foster care for the first time, the Foster checkbox on the Participant Information screen **must** be selected.

8. Document the monthly foster parent reimbursement or subsidy on the Income Information screen income grid.
9. Update the Food Prescription in CT-WIC as needed. If unused formula is transferred from the birth family or foster family to the new foster family, tailor the remaining formula benefits appropriately. For example, if the previous foster family only redeemed 4 cans of formula and provided them to the new foster family, tailor the remaining benefits to equal the total monthly allotment.
10. Activate a new eWIC card for the foster family.
11. Issue new eWIC benefits for the newly transferred participant.
12. Provide appropriate nutrition education based on the needs of the infant or child, and the knowledge of the foster parent, and answer any nutrition question.
13. If the foster parent does not have active WIC participants, complete the required WIC Program Orientation. (See 200-16 WIC Program Orientation)