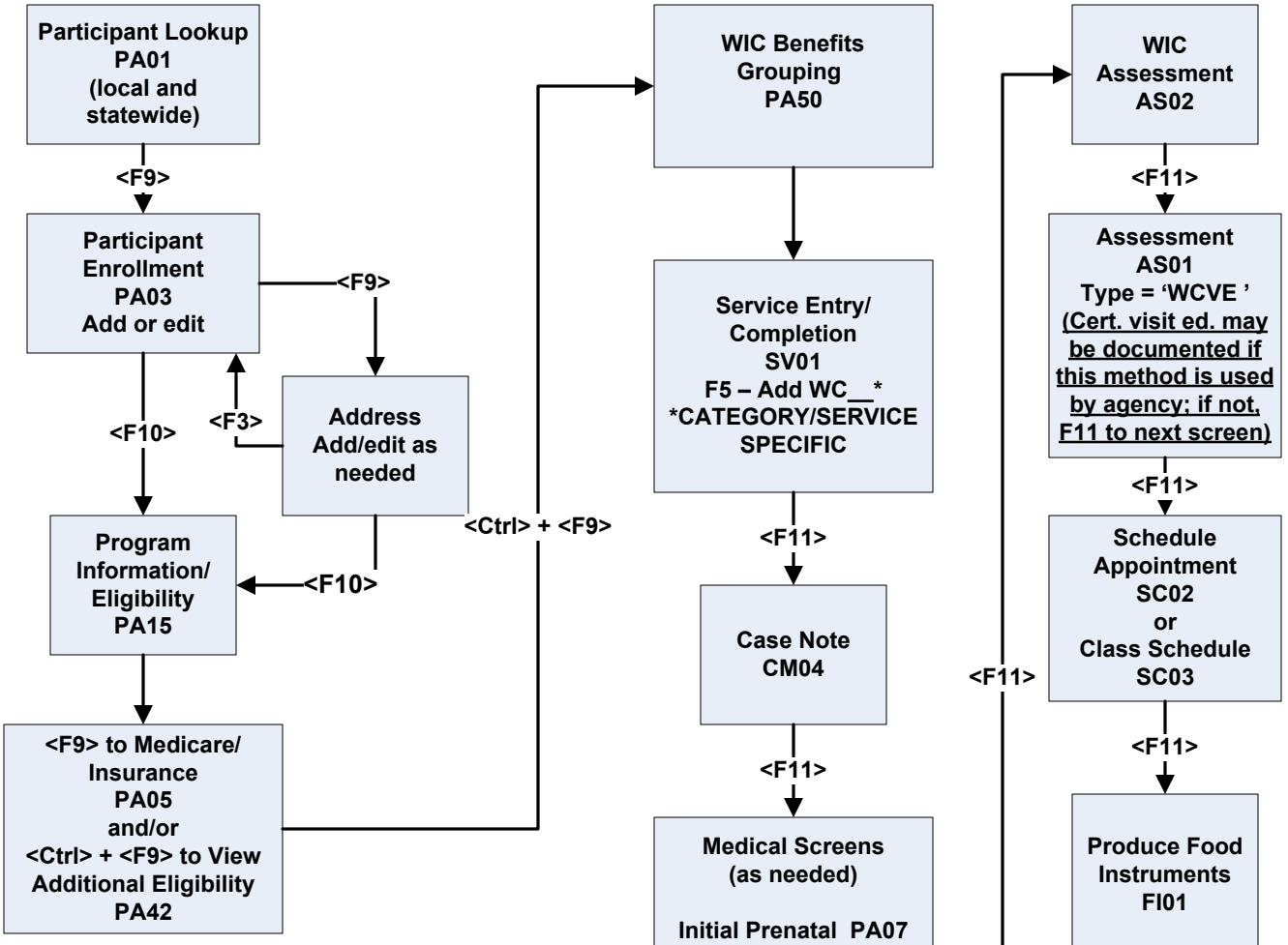
Cornerstone WIC Screen Flow
Certification of All Categories

WIC1



PA15 PROGRAM INFORMATION SCREEN RULES

1. WIC program records will always display first on this screen. If there is an "A" status WIC record, it will display first. If the client is terminated, the status "T" record will appear first.

2. If client status is "E", use F6 – Edit to update this screen with the verified income and proof on file presented.

3. If client status is "A" and the current date is within two weeks (14 days) of the scheduled term date, then press F6 – Edit. The system will ask "Do you wish to recertify?" Answer "Yes" and the system automatically sets the status to "T - Terminated" reason code 26 – certification period expired. Then it will put you in add mode for the new WIC record. If you answer "No", you will be allowed to edit the active record without recertifying the participant.

4. If client status is "A" and the current date is one day past the scheduled term date, follow the steps in #3 above.

5. If client status is "T" -- reason code 16 – automated termination, press F5 – Add to enter a new WIC program record for the new certification period.