I-WIC: Changing a Date of Birth

Local agency staff with the role of Program Coordinator or Program Coordinator/Certifier can change a participant's date of birth (DOB) that has been entered into I-WIC incorrectly. Staff must verify and confirm the new DOB is correct, state staff will be routinely monitoring these changes. Steps for completing this change are listed below.

Step 1: Verifying Information in the CLINIC module

- Log into the **CLINIC** module
- Access the Search screen and search for the participant whose birthdate needs changed
- Access the Participant Info screen, keep this screen open to verify the information entered in step 2

Step 2: Change the Date of Birth in the ADMIN module

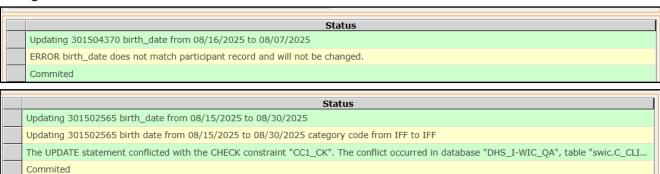
- Log into the **ADMIN** module
- Expand the Data Maintenance jellybean and select Change Birth Date
- Enter the Participant ID for the person whose birthdate needs changed and enter- the Participant field will autofill
- Verify this is the same participant in the CLINIC module
- Click in the Old Birth Date field and enter the DOB from the Participant Info screen
- Click in the New Birth Date field and enter the correct DOB
- Verify all the information entered is correct
- Click Go

Notes will populate in the **Status** field. Read through the notes to ensure the change was successful. If one of the notes indicates ERROR, CONFLICTED, REVERT or some other message, the change was not successful. Verify the information entered was correct. If unable to determine the issue, submit an I-WIC Issue Reporting Form.

Change Was Successful



Change Was Not Successful



Step 3: Verify the DOB has been Changed

- To see the DOB change in the **Active Record** box, toggle to a different household member and then toggle back to the record that was changed. To see the DOB change in the screens, toggle to a different screen and back.
- Access the **Cert Action** screen and verify the **Cert End** was updated based on the chart below

CATEGORY	CERT PERIOD
Infant Under 6 months	Day before first birthday
Child age 1-3	1 year minus 1 day from cert start
Child age 4	1 year minus 1 day from cert start or to the last day of the month in which the child turns 5 years old, whichever occurs first