

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

The screenshot shows the I-WIC interface with the 'Data Maintenance' menu expanded. The 'Change Birth Date' screen is active, displaying the following information:

- Participant ID:** 300933716
- Old Birth Date:** 5/4/2021
- New Birth Date:** 5/2/2021
- Go** button
- Participant:** CUNNINGHAM, BROCCOLI
- Status:**
 - Updating 300933716 birth_date from 05/04/2021 to 05/02/2021
 - Updating 300933716 birth date from 05/04/2021 to 05/02/2021 category code from IBP to IBP
 - Disabling all food packages for 300933716 - 05/17/2021
 - Disabled 0 food packages for 300933716 - 05/17/2021
 - NOTE - Food packages and risks should be re-assessed for 300933716
 - Committed

Change Was Not Successful

The first screenshot shows an unsuccessful change for participant 301504370:

- Status:**
 - Updating 301504370 birth_date from 08/16/2025 to 08/07/2025
 - ERROR birth_date does not match participant record and will not be changed.
 - Committed

The second screenshot shows an unsuccessful change for participant 301502565:

- Status:**
 - Updating 301502565 birth_date from 08/15/2025 to 08/30/2025
 - Updating 301502565 birth date from 08/15/2025 to 08/30/2025 category code from IFF to IFF
 - The UPDATE statement conflicted with the CHECK constraint "CC1_CK". The conflict occurred in database "DHS_I-WIC_QA", table "swic.C_CLI..."
 - Committed

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