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, if the last line in the box says COMMITTED, the change was successful. If the last line says 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.

Step 3: Review Cert End Date for Infant and Children Categories in the CLINIC module

- 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
- Access the **Cert Action** screen and determine if the **Cert End** date needs updating 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

- If applicable, in the **Cert End column**, change the **Cert End date** to match the new certification period based on the guidelines above for the appropriate category
- If a category change has been completed, the **Cert End date** cannot be changed past the original birth date, recertification will need to be completed