



Training Reminders

When to use TAP (Termination, Application, Participant Category)

Create a new termination record, new application record and new participant category record for the following situations:

- Woman is **Active** and **Pregnant** and needs to be **Breastfeeding**
- Woman is **Active** and **Pregnant** and needs to be **Not Breastfeeding**
- Woman is **Active** and **Not Breastfeeding** and needs to be **Pregnant**
- Woman is **Active** and **Not Breastfeeding** and needs to be **Breastfeeding**
- Woman is **Active** and **Breastfeeding** and needs to be **Pregnant**
- Woman is **Active** and **Pregnant** and is coming in for a new pregnancy and needs to be **Pregnant** again
- **Any participant** that is **Active – VOC** and is coming in for a subsequent certification
- **Any participant** that is **Active- Pre** and is coming in for a subsequent certification

When to use just the AP pieces (Application, Participant Category)

Create a new application record and participant category record in the following situations:

- **Woman** is **Terminated** and is in for a new certification
- **Woman** is **Ineligible** and is in for a new certification

When to use just the A piece (Application)

Create a new application record in the following situations:

- **Child** is **Terminated** and is in for a new certification
- **Infant** or **Child** is **Ineligible** and is in for a new certification

When to use just the P piece (Participant Category)

Create a new participant category record in the following situation:

- **Woman** is **Pending** and needs to be a different participant category
- **Woman** is **Active** and **Breastfeeding** and needs to be **Not Breastfeeding**

Do Not Use TAP when recertifying an Active Infant or Child.