

215.30**Terminations****Overview**

Policy Termination of WIC benefits requires written notification at least 15 days before the termination is effective.

Definition Termination means that a current participant will no longer receive benefits.

Reasons Participants may be terminated for the following reasons:

• Failed to reapply,	• Violated program rules,
• Failed to provide proof (provisional certification),	• Placed on a waiting list,
• Income ineligible mid-certification,	• Moved out of state,
• Categorical ineligibility,	• Deceased, or
• No longer in family,	• Category change.

Note: When someone is terminated due to violating program rules it is referred to as disqualification. See Policy 225.80 for more information.

Data system reports There are two data system termination reports which may also be helpful:

- **Termination by System Pending:** Lists participants that are coming up on termination at the end of the month, next month, or the month after due to either categorical ineligibility, expiring certification, or provisionally certified.
- **Terminated by System:** Lists participants terminated by the system at the end of the certification by the system batch processes.

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Future Terminations

15 days' notice of termination

Participants may be terminated during their certification period. Most participants will receive 15 days' notice of termination.

If the reason is...	Then the effective date is 15 days from...
Over income at mid-certification	The date of income reassessment.
Requested to leave program	The date of the request.
Placed on a waiting list	The date placed on the list.

Note: This does not include provisionally certified participants who return within 30 days and found to be over income. These participants were given notice at the time of certification that they must provide proof of income in order to receive any more food benefits.

Procedure

Follow the steps in the table below:

Step	Action
1	Click on the New button in Termination group box.
2	Select the appropriate termination reason from the drop down list.
4	The data system will automatically select 15 days from today's date as the effective date of termination.
5	Print the Notice of Termination located under Printouts.
6	Provide the Notice of Termination to the parent/guardian/participant.
7	Place a comment/alert in the data system that the notice was printed and provided to the parent/guardian/participant.

Terminations for Categorical Ineligibility

Overview

A Notice of Termination is required for categorical ineligibility and the termination reason and date must manually be entered into the data system to ensure an accurate notice.

Examples of categorical ineligibility

Categorical ineligibility includes the following:

- Breastfeeding 1 year postpartum
 - Not breastfeeding 6 months postpartum
 - Child's 5th birthday
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Provide adequate notice

Issue the notice of categorical ineligibility at least 15 days before the certification end date. In most cases, notice will be provided with the last set of benefits. However, there may be situations that require providing notice with the next to last set of benefits.

Print the notice

Follow the steps in the table below:

Step	Action
1	Click on the New button in Termination group box.
2	Select the appropriate termination reason from the drop down list.
3	Select the effective date of termination to match the categorical eligibility end date on the certification panel.
4	Print the Notice of Termination located under Printouts.
5	Provide the Notice of Termination to the parent/guardian/participant.
6	Place a comment/alert in the data system that the notice was printed and provided to the parent/guardian/participant.

Other Automatic Terminations

Overview Termination notices must also be printed for participants who are automatically terminated for these reasons:

- Failed to reapply
 - Failed to provide proof of **income or address** in 30 days
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Print the notice Follow the steps in the table below:

Step	Action
1	Print the Notice of Termination located under Printouts.
2	Provide the Notice of Termination to the parent/guardian/participant.
3	Place a comment/alert in the data system that the notice was printed and provided to the parent/guardian/participant.

Terminations Effective Today

Termination reasons

Terminations effective today are appropriate for these reasons:

- Stopped breastfeeding after 6 months postpartum
- Moved out of state (as evident from returned mail or a request for VOC)
- Deceased
- Provisionally certified participants who returned within 30 days with proof of income and were found to be over the income guidelines
- Participants who are no longer part of a the family and are not transferring to another WIC family
- Change from Pregnant to Breastfeeding or Not breastfeeding status
- Change from Breastfeeding or Not breastfeeding to pregnant status

Note: The last two examples are not a program termination. It is the data system procedure required to change the woman's categorical status to certify in her new categorical status.

Mid-certification categorical ineligibility

If breastfeeding stops after 6 months postpartum and the participant becomes categorically ineligible mid-certification, the participant must be provided an ineligibility notice and terminated from the program immediately. Food benefits should not be provided and future benefits should be retrieved from the participant.

Print the notice

Follow the steps in the table below:

Step	Action
1	Click on the New button in Termination group box.
2	Select the appropriate termination reason from the drop down list.
3	The data system will automatically select today's date as the effective date of termination.
4	Print the Notice of Termination located under Printouts.
5	Provide the Notice of Termination to the parent/guardian/participant.
6	Place a comment/alert in the data system that the notice was printed and provided to the parent/guardian/participant.

Note: It is not necessary to print notices if the participant moved out of state or is deceased; the termination reason in the data system is adequate documentation.

Pending Terminations

Overview Participants or their caregiver must be notified if their certification is about to expire within 15 days but no more than 45 days of expiration of their certification end date.

Procedure Two options are available to adequately notify participants of their pending termination.

Option 1

Best practice would be to follow this option outlined below in the following chart:

Step	Action
1	At the beginning of each month, select Reports from the main panel in Focus.
2	In the Reports tree view, open the following: Clinic Services Reports Administrative Reports And select Termination by system pending
3	Choose your agency and select the “Next Month” drop down choice under Time Frame and click View Report.
4	Bring up the report and export to a PDF, word or excel file and print.
5	Contact each individual on the report via phone, text, or written notice to ensure that an appointment has been scheduled and to inform the participant that their benefits will end if they do not come in for their appointment. Document on the report attempted contacts and contacts made.
6	File the report.

Option 2

Step	Action
1	During a participant’s WIC appointment, identify if the participant needs a certification for their next appointment.
2	Issue the next 3 months of benefits, if applicable.
3	On the Notice of Recertification card, circle the month that corresponds to the participant’s last month of benefits before their next certification appointment, place the card in their orange folder with their eWIC card and benefits list and fill in the scheduled appointment date and time. The Notice of Recertification card can be found in Policy 215.30B.
