## Road Map for a Complete Certification (includes prescribing food, issuing benefits and scheduling)

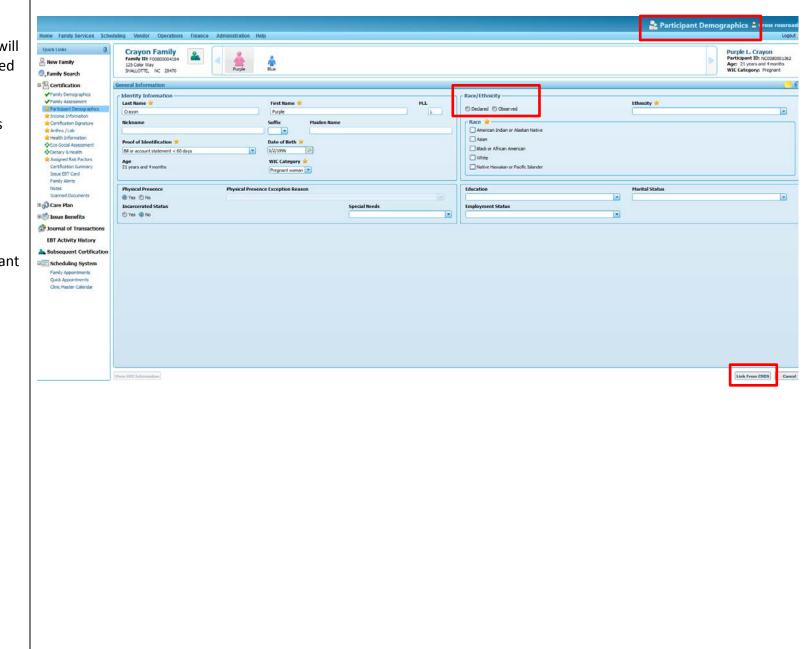
Certifications require that a number of system screens be completed by different WIC staff including Support Staff, MOAs, BFPCs and CPAs. Some screens need to be completed once for the entire family, while other screens need to be completed individually for each member of the family. This resource goes screen by screen to indicate the fields that need to be completed and the staff role most likely to complete each screen. Required fields in Crossroads are designated by a yellow star ( $\checkmark$ ); additional fields may be required by North Carolina policy.

- 1. The **New Family** screen will most likely be completed by support staff.
- In addition to the fields marked with the 1/2, it is recommended that you include the middle initial for participants and the telephone numbers.

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	<ul> <li>Eco-Social Assessment</li> <li>Dietary &amp; Health</li> </ul>	Proof of Identification * Date of Birth * 5/2/1096 IP	Mailing
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5. All questions are required	Certification Signature	2. Has adequate household food storage and preparation?	
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Resource for clarification on			
the questions.			

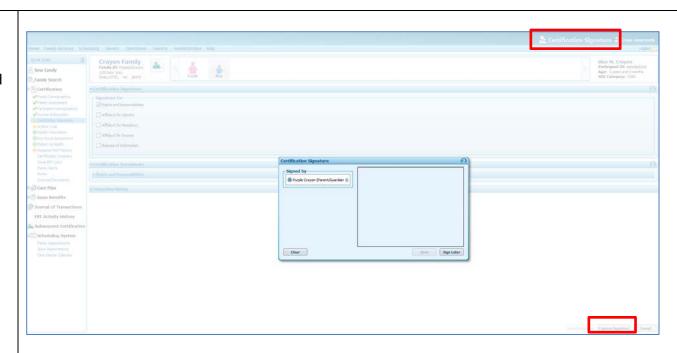
- The Participant
   Demographics screen will most likely be completed by support staff.
- In addition to the fields marked with the 
  , select Declared or Observed under Race/Ethnicity.
- Complete Link From CNDS for each participant in the family.



- 9. The **Income Information** screen will most likely be completed by support staff.
- 10. Enter the **Family Size** and **No. of Expected Infants** if the participant is pregnant.
- 11. In addition to the fields marked with the , enter a Self-Declared Income Range if the participant (family) is adjunctively eligible.

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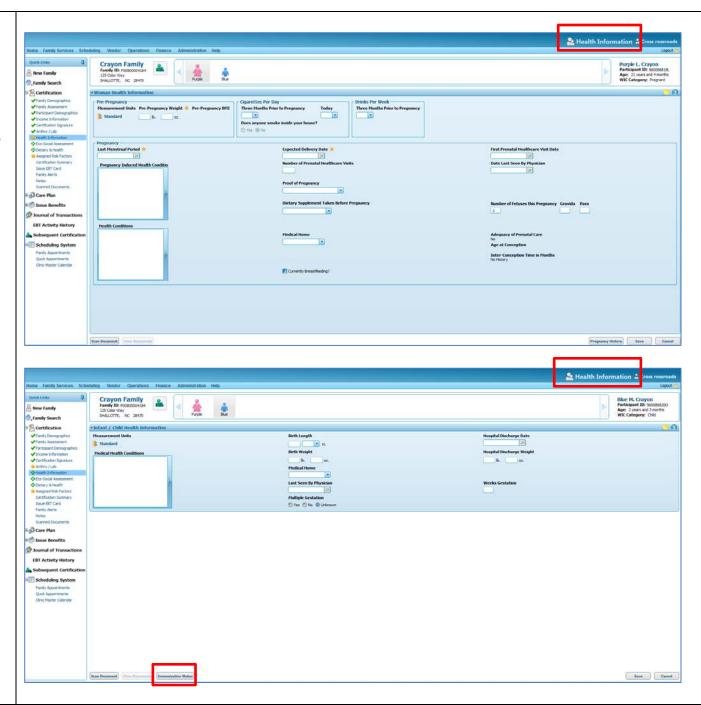
- 12. The **Certification Signature** screen will most likely be completed by support staff.
- 13. Click **Capture Signature** so the participant may sign using the electronic signature pad.



14. The **Anthro/Lab** screen will most likely be completed by the medical office assistant (MOA).

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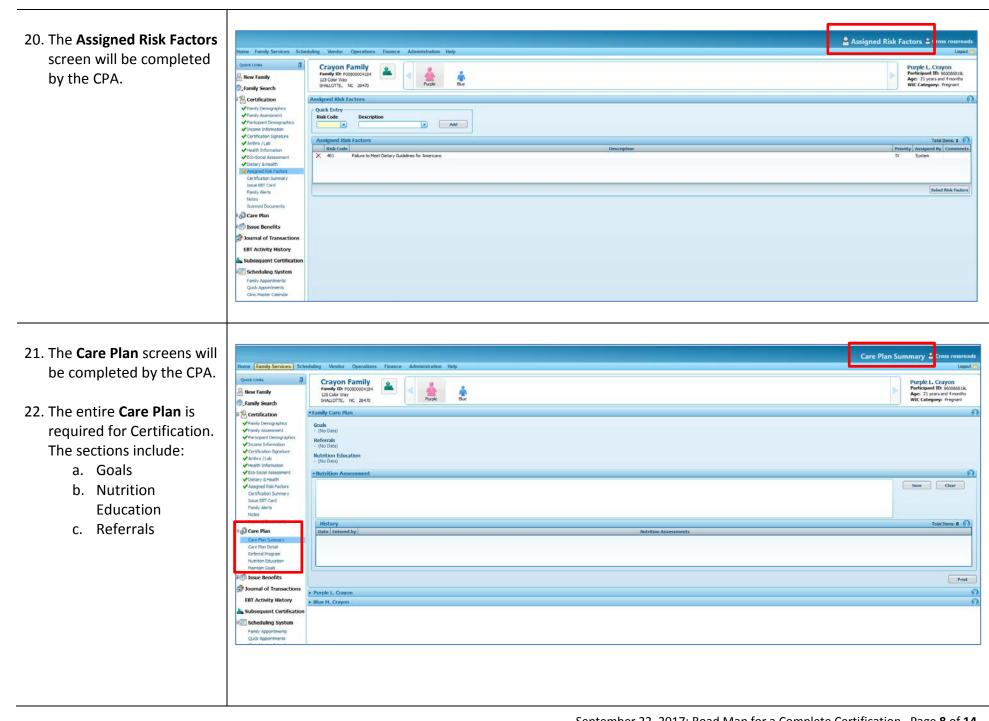
- 15. The **Health Information** screen will be completed by the CPA.
- 16. North Carolina policy requires all data fields be completed. This includes updating **Immunizations Status** for infants and children.



17. The <b>Eco-Social</b> <b>Assessment</b> screen will be completed by the CPA.	Quick Links 🔋	Ning Windor Operations Finance Administration Help Cranyo Enconcounts Lascen viny Reconcounts Swuchter K of 24/00	Eco-Social Assessment 2 Cross rossriads Logar @ Purple L. Crayon Performent Dis property
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- 18. The **Dietary & Health** screen will be completed by the CPA.
- 19. North Carolina policy recommends all questions be addressed.

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Quick Appointments Clinic Master Calendar	x Detary Assessment History	Total Items: 0 🕥
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#### 23. The Maintain Goals

screen will be completed by the CPA.

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24. The **Nutrition Education** screen will be completed by the CPA.

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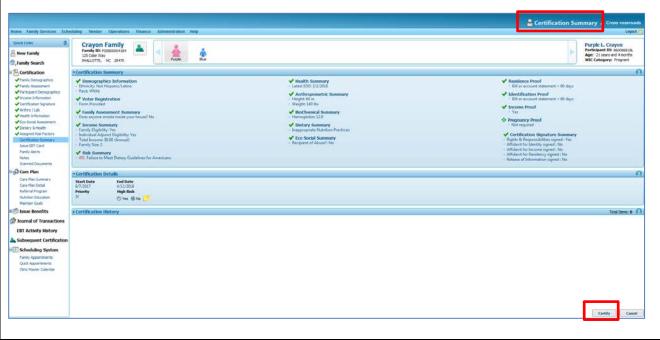
# 25. The **Referral** screen will be completed by the CPA.

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#### 26. The **Certification Summary** screen will be reviewed by the CPA.

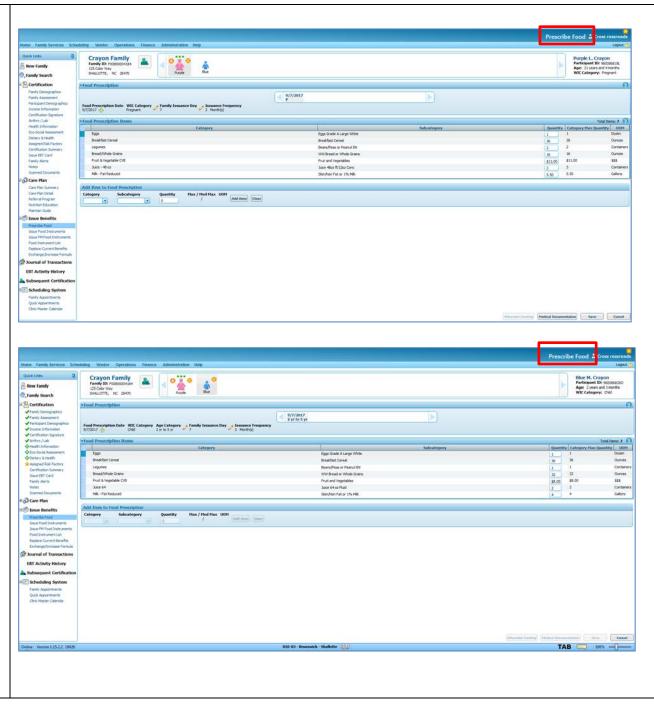
#### 27. The Certification

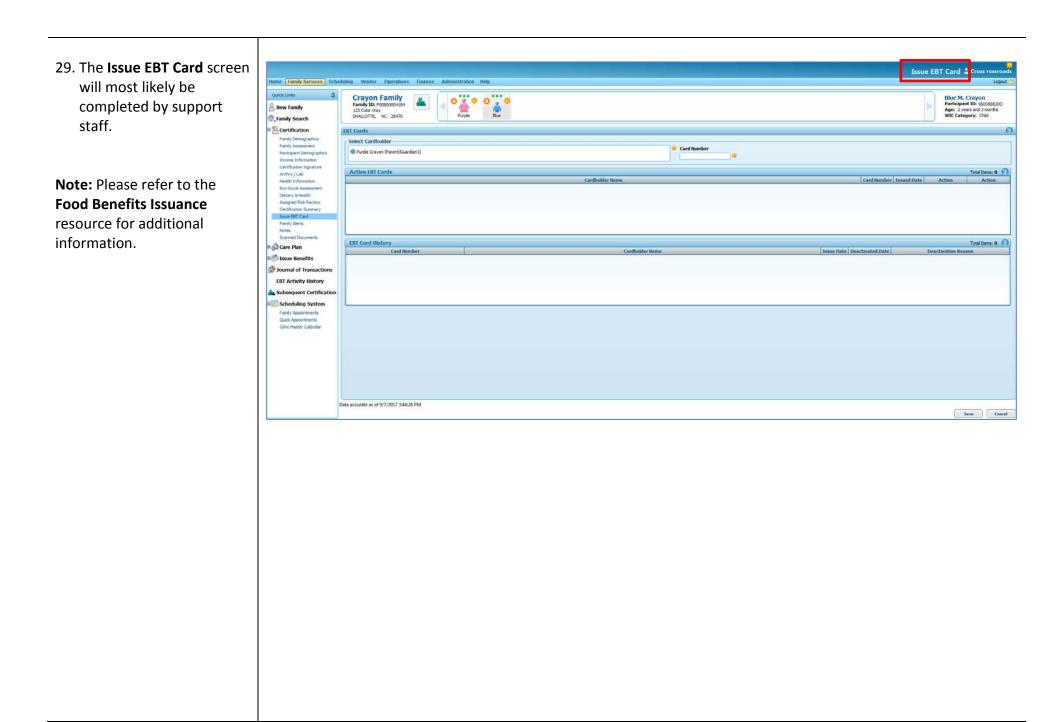
Summary screen provides an overview of the certification process. A green check mark (\*) indicates completion and a red x indicates incompletion. When all required sections are completed, the CPA will click the Certify button.



### 28. The **Prescribe Food** screen will be completed by the CPA for each participant in the family.

**Note:** Please refer to the **Modifying Food Packages** resource for additional information.





30. The **Issue Food Instruments** screen will most likely be completed by support staff.

Note: Please refer to the Food Benefits Issuance resource for additional information.

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Participant Demographics Income Information	Family Issuance Day / Issuance 7 3 Month(s)	Frequency s)				
Certification Signature Anthro / Lab	Family Issuance Members					Total 1
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Assigned Risk Factors Certification Summary	Child Blue M. Crayon		9/6/2018		NI NI I	u o
Issue EBT Card Family Alerts	*FDTS: 9/7/2017 - LDTS: 10/6/2017					Total It
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Issue Benefits	Bread/oficie Grans		Juice 64 oz Fluid WW Breakd or Whole Grains Eggs Grade A Large White			2 48 2
Prescribe Food Issue Food Instruments	Eggs Breakfast Cereal Leouries					
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Subsequent Certification	Legumes Juce - 48 oz		Beans,Peas or Peanut Btr Juce 4802 fl/1202 Conc			3
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	Bread/Whole Grains		WW Bread or Whole Grains Eggs Grade A Large White			48
	Eggs Breakfast Cereal		Breakfast Cereal			72
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31. The **Quick Appointments** screen will most likely be completed by support staff.

**Note:** Please refer to the **Scheduling** resource for additional information.

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Quick Links [] New Family , Family Search	Crayon Family Family TD: F00500004184 125 Cole Way SHALLOTTE, NC 28470	e O to		Purple L. Cray Participant Die y Age: 21 years and WIC Category: P
Certification	*Search Options			
Family Demographics	Start Date 🙁	Day of Week 🚖	Preferred Language 🚖	Clinic 💘
Family Assessment	11/30/2017	Day of Week S M T W Th F Sa D D D D D D D D D D D D D D D D D D D	English	010-03 - Brunswick - Shallotte
Participant Demographics Income Information	End Date 😑	Include Overbooking	Preferred Time	
Certification Signature	12/17/2017		Any	
Anthro / Lab	Appointment Types			
Health Information Eco-Social Assessment				Cert
tary & Health	and a second		Appointment Type	Duration High Risk WIC Category Status Cert
Risk Factors	Blue M. Crayon	Food Benefit Issuance		15 Ohld Active/Certified 9/8/2
ation Summary ST Card	Blue M. Crayon	Nutrition Education - Individual		15 Chid Active/Certified 9/6/2
rts	Purple L. Crayon     Purple L. Crayon	Food Benefit Issuance Nutrition Education - Individual		15  Pregnant Active/Certified 4/12) 15 Pregnant Active/Certified 4/12)
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