

JOB AID

Temporary Remedies for Records with Individual **L** or **P** Holds

- I. Transfers:** Are you transferring an individual record containing an **L** or **P** hold into a new or established family? If so, please ...
- A. remove all individual holds ***before*** transferring the record and
 - B. re-enter all appropriate individual holds after the transfer of the record is complete.

- II. Recertifications:** Are you recertifying a child at or near one year of age?
- A. The ISIS pop-up reminder on the *Recertify Individual* screen is there for this particular situation.
 - B. Remove the **P** hold you might have on this individual record.
 - C. Remember, all **P** holds should have been removed when newborn infants have met their proof of presence requirement by the eighth week of life unless they meet other exemption criteria (disability).

- III. Disqualifications:**
- Please remove **all individual holds** (L and P) from an individual record prior to disqualifying a participant when other family members are still on the program.

- IV. Dropped Records (Records falling out of their certification periods):**
- Screen for and remove **L** holds from individual records for participants who are going to be categorically ineligible when other family members are still on the program:
- A. A **non-breastfeeding woman** nearing her 6th month on the program,
 - B. A **breastfeeding woman** nearing her 12th month of the program, and/or
 - C. A **child** nearing his or her fifth year on the program.