

## Subject: Transfers

## Item: Verification of Certification Cards and Documents Migrant Farmworkers

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### PURPOSE:

To ensure proper certification procedures are followed with regard to migrant farmworkers.

### POLICY:

- I. A local agency (LA) must complete and issue a Verification of Certification (VOC) card or document, printed from WIC MIS, to each participating family member of a family in which there is a migrant farmworker, if the family informs the LA that they are likely to be relocating prior to the next food instrument (FI) pick-up appointment. A LA must also accept a valid VOC document from all migrant farmworkers who have been participating in the Program through another LA, either within or outside of California.

### PROCEDURE(S):

- I. Completing a VOC for an instream migrant farmworker.
    - A. Income eligibility of instream migrant farmworkers must be determined once annually. A LA must not require determination of income eligibility for any instream migrant farmworker (or their family member) who presents an expired VOC card or document if income eligibility was determined less than 12 months prior to the current date. Income eligibility expires 12 months from the date of the last income determination.
  - II. Date income eligibility last determined.
    - A. A LA must verify the date that income eligibility was last determined is included on VOC cards or documents printed from the WIC MIS and issued to migrant farmworkers.
      1. Example: On June 1, 2003, an instream migrant farmworker presents a VOC card with an expired certification period and an income determination dated within the past 12 months, as follows:
        - a. Certification Dates: October 5, 2002 through March 2003.
        - b. Date of Income Determination: September 5, 2002.
    - B. Since less than 12 months have elapsed since the date of income determination, income eligibility should not be determined and the individual must be deemed to meet California's income criteria. If the person meets all other eligibility criteria, she/he must be certified, subject to availability of caseload. The new VOC
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document which the LA prints from WIC MIS and issues to the migrant farmworker will include the dates of the current (new) certification period and the date of the prior income determination, as follows:

1. Certification Dates: June 1, 2003 through November 2003.
  2. Date Income Eligibility Last Determined: September 5, 2002.
- C. The participant(s) is certified for the full six months. In order to meet the requirement for annual income determination, income eligibility must be reassessed mid-certification (September 2003), even though the certification period does not expire until November 2003. If the participant is found to be income ineligible mid-certification, she/he must be disqualified from the Program.

III. Acceptance.

A. Acceptance of VOC cards or documents.

1. VOC with Current Certification Period: If the date of the last income determination is not present but the certification period has not expired, the LA must accept the VOC as proof of eligibility. The LA must not determine income eligibility until the VOC expires and a subsequent certification is conducted.
2. VOC with Expired Certification Period: If the date of the last income determination is not present and the certification period has expired, the VOC may not be accepted as proof of eligibility. The participant must be certified and must meet all eligibility criteria for continued benefits.

IV. Migrant farmworker relocating.

- A. If the migrant farmworker family informs the LA that they are likely to be relocating prior to the next voucher pick-up appointment, the LA must issue a new VOC by printing a WIC MIS VOC.

V. Retention of records.

- A. In the event that a migrant participant from another California WIC LA submits a VOC card or document for a current certification period, the staff that receives the VOC card or document must transfer that migrant participant into their own agency in WIC MIS and retain the VOC until at least the end of the stated certification period. LA staff must retain all incoming VOC cards and documents from local WIC agencies outside of California, for three years following the date

# **CERTIFICATION**

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of submission of the final expenditure report for the period to which the VOC card pertains.

**DEFINITION(S):**

Instream - A migrant farmworker is considered "instream" if the current residence is not the home base.

**AUTHORITY:**

[7 CFR 246.7\(k\)](#)

[7 CFR 246.7\(d\)\(2\)\(ix\)](#)

**CROSS REFERENCE:**

WPPM 210-30

WPPM 250-10