

Retrieving Food Benefits for Foster Children

If a foster child has already been issued FB's, please take the following steps in retrieving them.

1. In the clients file go to the history page, located in the navigation drop down menu.

Family Client Income Cert **Med** Assess Care Plan Fd Pkg Appts Notes

Fd Pkg Issuance Assignment Issuance Formula Replacement Void / Reissue FMNP Issuance FMNP Void / Reissue

Page name: history

14281404510 : Checks already exist for client 14281404510 for March . None will be generated for that month.

Issuance Packages

Client ID	Full Name	Issue Month	Pick Up Intervals
<input type="checkbox"/> 14281404510	BLUE, KINDA	APRIL	TRIMONTHLY
<input checked="" type="checkbox"/> 14281404957	FLINSTONE, PEBBLES	FEBRUARY	MONTHLY

Preview Checks Print Checks

Rights and Obligations Rules and Regulations Education for 2nd Authorized Rep/Proxy

2. Select a certification date.

Family Client Income Cert **Med** Assess Care Plan Fd Pkg Appts Notes

History Print Print All Certification Period: 10/14/2014 - 10/13/2015 Go

LA/Clinic
ADELANTE EAST VALLEY
CLINICA WIC (MESA)

Family ID
149967572

Auth. Rep. Name
FLINSTONE, WILMA

Phone
(800) 598-7453

Client ID
14281404510

Client Name
BLUE, KINDA

Date of Birth 10/14/2012 Age 2 yrs, 3 mos

Cert. Period 10/14/2014 - 10/13/2015 Category C2

Term. Date N/A Due Date N/A

LDTU 04/16/2015 Weeks PG N/A

Next Appt. N/A Appr Thru N/A

3. Click "Transfer information."

Family Client Income Cert **Med** Assess Care Plan Fd Pkg Appts Notes

History Print Print All Certification Period: 10/14/2014 - 10/13/2015 Go

- + Family & Client Information
- + Income
- + Immunization
- + Certification Information
- + Food Package Assignment
- + Transfer Information

LA/Clinic
ADELANTE EAST VALLEY
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Term. Date N/A Due Date N/A

LDTU 04/16/2015 Weeks PG N/A

Next Appt. N/A Appr Thru N/A

4. All Transfer information will appear.

History									
Family Client Income Cert <input checked="" type="checkbox"/> Med Assess Care Plan Fd Pkg Appts Notes									
LA/Clinic ADELANTE EAST VALLEY CLINICA WIC (MESA) Family ID 149967572 Auth. Rep. Name FLINSTONE, WILMA Phone (800) 598-7453 Client ID 14281404510 Client Name BLUE, KINDA Date of Birth 10/14/2012 Age 2 yrs, 3 mos Cert. Period 10/14/2014 - 10/13/2015 Category C2 Term. Date N/A Due Date N/A LDTU 04/16/2015 Weeks PG N/A Next Appt. N/A Appr Thru N/A FLINSTONE, PEBBLES									
Certification Period: 10/14/2014 - 10/13/2015									
+ Family & Client Information + Income + Immunization + Certification Information + Food Package Assignment - Transfer Information									
Transfer Date	Family ID	Auth Rep 1	Address	Primary Phone Number	Foster	Transferred From	Transferred To	VOC	
1/26/2015	149967360	BLUE, DELLA	2000 WEST DR GILBERT, AZ 85234 MARICOPA	(444)-555-9999	N	28 - ADELANTE HEALTHCARE & 14 - ADELANTE EAST VALLEY CLINICA WIC (MESA)	28 - ADELANTE HEALTHCARE & 14 - ADELANTE EAST VALLEY CLINICA WIC (MESA)		
1/26/2015	149967572	FLINSTONE, WILMA	689 W. BEDROCK LANE MESA, AZ 85203 MARICOPA	(800)-598-7453	N	28 - ADELANTE HEALTHCARE & 14 - ADELANTE EAST VALLEY CLINICA WIC (MESA)	07 - MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATION & 01 - DOWNTOWN		
1/26/2015	149966511	FELIX, CAT	1 BUCKEYE, AZ 85396 MARICOPA	(111)-111-1111	N	07 - MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATION & 01 - DOWNTOWN	28 - ADELANTE HEALTHCARE & 14 - ADELANTE EAST VALLEY CLINICA WIC (MESA)		

- Using the contact information list, efforts need to be made to contact the previous AR to request the FB's be returned.
 - When requesting the FB's be returned, let them know they can be returned to any Arizona WIC clinic. Find out which one they will be going to and coordinate with that clinic as needed.
 - Contact information for the other WIC clinics can be found using this <http://clinicsearch.azbnp.gov/>.
- After the FB's have been returned they can be voided and reissued. If they were returned to a different clinic you can void/reissue them after the clinic has scanned or faxed you a copy. (There is no need to mail)
- **Do not give the returned checks to the new AR to use. (The previous AR signed for those specific checks and the new AR now needs to sign for a new set)**
- **Please don't have the new AR's try on their own to get the FBs back; this could put the foster child at risk.**

5. If the previous AR is not responsive, or is unreachable, contact the State Program Integrity Team @ 1-866-229-6561.
6. Be sure to document in HANDS the steps you took in retrieving the checks. This will ensure if and when the child transfers families, the stay with their file.
7. Congratulations! You just coordinated WIC services for a baby or child in foster care!