

## **Split Custody Procedure**

### **A. PURPOSE OF PROCEDURE:**

To outline how local agency staff will handle split custody situations in the WIC data system.

### **B. SCOPE OF THE PROCEDURE:**

In split custody situations, it is in the best interest of everyone involved to just have one parent receive WIC on behalf of the child(ren) and then for them to share the WIC food with the other parent each month according to the time the child spends with them. This procedure addresses the requirements when this arrangement cannot be achieved.

### **C. GENERAL PROCEDURE:**

If both parents insist on claiming benefits for the child(ren), both households must be income-eligible for WIC services and maintain certification through their own appointments with the child(ren). A full food package, tailored to their needs/preferences, shall be issued to each parent on behalf of the child on an every other month basis. The agency or agencies (if the two households are in different WIC service areas) must coordinate food package issuance to ensure that only one parent receives a food package each month so that the infant or child is only counted once per month in participation counts.

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| 1 | Each parent must have their own family ID and the child(ren) will be counted as a member in both households.  |
| 2 | The child(ren) will have two separate and complete records in the data system (i.e. one record in each family ID) and each parent must complete their own WIC appointments with/for the child(ren). Add a comment/alert about the custody situation in each record and include the FID number of the other parents record that the child can be found in.   |
| 3 | Each parent's household must be income eligible for WIC in order for them to receive WIC benefits on their child(ren)'s behalf. If the child(ren) has Medicaid, FIP, SNAP or is enrolled in Head Start/Early Head Start, only the parent who receives those benefits on the child(ren)'s behalf may claim that as adjunctive eligibility.   |
| 4 | The food package in each family must be tailored to that parent's preferences/needs and then will be issued on an every other month basis, opposite the other parent receiving it. (The child(ren) can receive only one full food package per month.) This is done by issuing a full food package to one parent only in the odd months of the year and to the other parent only in the even months of the year. |