

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 have one parent receive WIC on behalf of the child(ren) and then share the food benefits according to the time spent with each parent. 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, maintain certification through their own appointments with the child(ren) and can only receive half of the full food package each month. The agency or agencies (if the two households are in different WIC service areas) must coordinate the food package to assure fair distribution.

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). It is recommended to add a comment/alert with 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 must be tailored so that the child(ren) receive(s) only one full food package per month. This can be done in a variety of ways, e.g. 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, or by dividing the food package in half each month, alternating the foods that cannot be divided (e.g. extra can of formula, cash value voucher, eggs, and peanut butter/beans) to be given to one parent only in the odd months of the year and to the other parent only in the even months of the year.