

Administration Volume
Certification Section

Participant ID Numbers in WIC Data System (3.02600)

ER# 3.02600

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POLICY: All WIC participants shall be issued an ID number through the Missouri data system (MOWINS). MOWINS will issue an individual number and a household number. Social Security Numbers are not a requirement for participation in the WIC program.

All WIC participants should be issued an external ID (DCN) through the mainframe system. The DCN should be recorded in general notes in MOWINS. The DCN number will be used to identify participants in other Missouri programs.

PROCEDURES:

- A. To assure each individual is assigned only one MOWINS StateID and one external DCN, the LWP shall:
1. Ask if the applicant has ever participated in a Department of Social Services or Department of Health and Senior Services program. These include, but are not necessarily limited to: MO Health Net, TANF, Supplemental Nutrition Assistance Program (SNAP), WIC and SHCN (Special Health Care Needs).
 - a. When an individual claims current or prior participation in, or application for a program listed above, the LWP shall do the following:
 - i. Use the MOWINS search engine to search for a State WIC ID (SWID) within MOWINS.
 - ii. Obtain the external ID (DCN) from the appropriate documentation (e.g., Medicaid/MO Health Net card) or by searching the mainframe. Record the DCN in general notes in MOWINS.
 - b. When an individual has never participated in or applied for a program listed above, the local WIC provider shall use the MOWINS search engine to search for and assign a SWID. Use the mainframe to search for and assign a DCN. Record the DCN in general notes in MOWINS.
 2. Collect Social Security Numbers for identification purposes only when individuals similar to the applicant appear in a MOWINS search to determine if they are the same individual. Similarities include but are not limited to name and date of birth. Do not record these numbers in MOWINS.