How to Handle Deceased Participants

If the participant is in a current certification, agency staff will add the word DECEASED behind the participant’s first and last names and the certification record should be terminated with the reason “Participant Died”. This termination reason will be visible in the show details on the participant list screen. Agencies should attempt to collect any unredeemed benefits associated with the deceased participants, and make appropriate notes to the folder if necessary.

If the participant is not in a current certification and the agency cannot terminate for reason of “Participant Died”, or add DECEASED to the participant’s name, they should contact the MOWINS help desk for assistance.

Below is an example of how MOWINS will display deceased participants in a household: