



SUMMARY

Investigator families are used to obtain a check or CVV for an educational buy or a compliance buy. The investigator family is set up in WICnet by local staff in each agency. When a check is printed from this family, it does not count as participation for the month for the agency. When using checks for a buy, the investigator family must be used to obtain these checks. Do not use a non-investigator family in your agency to print checks for a buy.

PROCEDURE

To set up an investigator family in WICnet, follow these steps:

1. Go to the Clinic Services dashboard and select "New Family"
2. Add family members including a parent guardian, making sure to add the participant types that you want to print checks for – ex. infant with formula
3. In the Investigator field on the Family tab, select "Local agency".
4. Enter a mother's education level at the bottom of the Family tab
5. Enter a physical address on the Contact/Address link
6. Go to the Certify tab and certify the participant(s)

The investigator family will be certified for 10 years in WICnet, so you won't have to worry about certifying them again or the family getting terminated due to their certification being out of date.

PRINTING CHECKS

To print checks or CVV's for your investigator family, go to the Food package tab and set up the food package for each participant. Decide how you want the foods to fall onto the food instruments and move any foods as appropriate. Go to the Food instruments tab to print some or all of the checks to use for the educational buy or compliance buy.

For an educational buy, you can void the check(s) since it/they won't actually be cashed and go through the banking system.

For a compliance buy, do not void the check(s), as it/they will be cashed and go through the bank.



North Dakota
WIC

Food Delivery

Section

VENDOR

Subject

INVESTIGATOR FAMILY

**FINDING AN INVESTIGATOR
FAMILY IN WICnet**

To find an investigator family you have previously created in WICnet, go to the Clinic Services dashboard and select the Investigator Family Search tab. Select your agency in the dropdown list and then select "Local agency" in the Investigator dropdown list. Hit search, and any investigator families you have created will display below in the search results grid. The letter "I" will appear to the left of the Family ID number to indicate that this is an investigator family.