

WASHINGTON STATE WIC POLICY AND PROCEDURE MANUAL



VOLUME 1, CHAPTER 18

Certification Issues



For persons with disabilities, this document is available on request in other formats.
To submit a request, please call 1-800-525-0127 (TDD/TTY 1-800-833-6388).

TABLE OF CONTENTS

Section 1 - Pregnant Women..... 1
 Presumptive Eligibility for Pregnant Women..... 1

Section 2 - Breastfeeding Women..... 4
 Breastfeeding Certifications..... 4

Section 3 - Postpartum Women 6
 Changing Client from Breastfeeding to Postpartum..... 6

Section 4 - Infants and Children..... 8
 Enrolling an Infant 8
 Mid-Certification Infant Health Assessment 11
 Client Category When the New Certification Occurs in the Month the Child Turns
 One Year of Age 12

Section 5 – Certification Issues 13
 When an Applicant or Client Must be Present at the WIC Appointment..... 13
 Recertification Scheduling Timeframe 15
 WIC Services for WIC Staff, Family or Friends 16
 Refusing Services to WIC Clients 19

Appendix..... 21
 Pregnancy Information Form
 Responsible Party Form

POLICY: Presumptive Eligibility for Pregnant Women

The local agency shall have the option to implement a policy of presumptive eligibility for pregnant women who are income eligible. Presumptive eligibility allows an income eligible pregnant woman to be presumed temporarily eligible for WIC benefits.

Note: The option of presumptive eligibility for pregnant women who are income eligible is allowed by federal regulation, although not all states utilize the option. The purpose of presumptive eligibility for a pregnant woman is to give the client time to find a medical provider and get prenatal care, with the presumption that the WIC Program can obtain some of the health screening data from the medical providers, for example, the blood work, and height and weight measurements.

If this option is chosen, the local agency shall have on file a written policy for presumptive eligibility for pregnant women in that agency. The policy shall be applied to clients in a consistent manner, and shall describe any exceptions.

The local agency shall have the option in their policy to allow staff other than the Competent Professional Authority (CPA) to presume eligible the pregnant woman.

The pregnant woman shall have the certification completed no later than 60 days after being presumed eligible and shall receive a maximum of two sets of checks, e.g. two consecutive months of checks, when presumed eligible. Additional checks cannot be provided until the certification is completed. If it is determined that the client is ineligible at the time of the completion of the certification, the client shall not be eligible to continue receiving WIC benefits.

The pregnant woman shall be required to be physically present in the clinic to be presumed eligible for the WIC Nutrition Program.

PROCEDURE:

Clinic staff:

- A. Determine if the pregnant woman is eligible according to program guidelines for category, program service area, and income.
- B. Review and document all required information in the client's file on the Income Documentation Tab. Refer to Volume 1, Chapter 3 – Application and Processing Standards and Volume 1, Chapter 6 – Income for more information about required documentation and grace period allowances.
- C. Have client read or read to the client the WIC Rights and Responsibilities form and have the client sign the form.

CHAPTER 18 CERTIFICATION ISSUES**Section 1 Pregnant Women**

- D. Document the client's ethnicity and race information.
- E. Complete the required items on the Basic Contact list for the presumed eligible client. Refer to Volume 1, Chapter 13 – Basic Contact for more information.
- F. Provide a standard food package for pregnant women.

Note: All WIC staff outlined in the local agency policy have the authority to determine presumptive eligibility and provide the standard food package. A co-sign is not required for paraprofessional CPA staff in training completing this appointment.

- 1. If the client requests a change to the standard food package or has a special dietary need, refer the client to the Competent Professional Authority (CPA) or nutritionist for the food package prescription.
 - 2. The food package prescription is reviewed by the CPA at the completion of the certification.
 - 3. Issue checks and educate the client about using WIC checks and WIC food selection.
 - a. The client can receive a maximum of two sets of checks, e.g., two consecutive months of checks, when presumed. Additional checks cannot be provided until the certification is completed.
 - b. Separation of duties requirements for certification and check issuance apply to the presume eligible appointment. Refer to Volume 1, Chapter 22 – WIC Checks for more information about the separation of duties requirements.
- G. Inform the client that a certification must be completed within the next 60 days to determine continued eligibility for the WIC Nutrition Program.

Note: If the client has been granted a grace period for missing documentation at the presume eligible appointment, provide only one month of WIC checks and schedule the client to return the following month to provide the documentation.

- H. Schedule the complete certification appointment visit within the 60-day time frame.
 - 1. Staff are encouraged to perform a certification for a woman who will be delivering soon instead of presuming eligibility, unless the presumptive eligibility option is the only way to get the woman on the program and issue checks for that month.

2. The client is encouraged to bring in height, weight, and hematology information to the complete certification appointment, for example if she will have a health care appointment between the time she is presumed eligible for WIC and when the certification is completed.
 - a. The Pregnancy Information form located in the Appendix can be copied and given to a presumed eligible pregnant woman to take to her health care provider.
- I. Terminate the client from the program if she is determined to be ineligible at the complete certification appointment.
 1. Follow procedures in Volume 1, Chapter 20 – Notification, Fair Hearings, Civil Rights for terminating a client from the WIC Nutrition Program.
- J. Consider the following if the client delivers or the pregnancy ends during the presumptive 60-day eligibility period:
 1. If the woman is breastfeeding, certify her as a breastfeeding woman.
 2. If the woman is not breastfeeding, certify her as a postpartum woman.
 3. If the woman miscarries or experiences a fetal death, certify her as a postpartum woman.
 - a. A pregnant woman who elects to terminate the pregnancy (has an abortion) can be certified as a postpartum woman.
 - b. When the woman miscarries or experiences a fetal death before the completion of the certification and had received a grace period for the proof of pregnancy, staff need to view the proof or verify the pregnancy with the health care provider before certifying her as a postpartum woman for program integrity purposes. Refer to Volume 1, Chapter 3 – Application and Processing Standards for more information regarding pregnancy verification.
- K. Provide the presumed eligible client with a transfer card if she requests one. Follow procedures in Volume 1, Chapter 21 – Transfer/Verification of Certification for issuing transfer cards.
 1. Client Services automatically documents the presumptive eligibility period and if any documentation was missing on the transfer card.

POLICY: Breastfeeding Certifications

The local agency shall be allowed to certify a breastfeeding woman up to the last day of the month in which her infant turns 1 year old, or until the woman stops breastfeeding, whichever comes first.

1. Breastfeeding women are either fully breastfeeding (not receiving formula from WIC) or partially breastfeeding. The certification periods are the same length, however, a woman is eligible for different food packages depending on her breastfeeding status.
2. If a breastfeeding woman reduces her breastfeeding to less than once a day, clinic staff shall change her category to a postpartum woman if her infant is less than six months old. Refer to the policy “Changing from Breastfeeding to Postpartum” in this chapter for more information.

Note: Refer to Volume 1, Chapter 23 – Food Packages for information about food packages for each category.

Nutrition education shall be provided to the breastfeeding woman at the initial certification and the second nutrition education contact.

One second nutrition education contact shall be required during the eligibility period at a minimum. Refer to Volume 1, Chapter 16 – Nutrition Education for more information about second contact requirements.

1. It is recommended to provide the breastfeeding woman’s second contact when the infant is between 0 and 6 months of age in order to provide breastfeeding support.
2. If the breastfeeding woman’s second contact is not done at the same time as the infant mid-certification health assessment, the CPA has the option to ask the breastfeeding woman additional questions at that time to assess breastfeeding and the woman’s health and nutrition status.
3. The CPA has the option to schedule additional contacts with the breastfeeding woman or to coordinate with MSS or other agencies to assure the woman is receiving, or has access to, needed breastfeeding support.

PROCEDURE:

The CPA:

- A. Certifies the breastfeeding woman as eligible up to the last day of the month in which her infant turns 1 year old.

1. The woman's eligibility period begins on the day she is certified as eligible and ends on the last day of the 12th month postpartum, or when the woman stops breastfeeding, whichever comes first.
 - a. Determine the woman's nutrition risk factors and document them on the Assessment tab and press the "Calculate Eligibility" button.
 - b. Document in the eligibility ends field the last day of the month in which the infant turns 1 year old. This must be done before the Finish button is pressed on the finish tab.

Note: Contact CIMS Support at the state WIC office if you need assistance with the eligibility date for the breastfeeding woman.

- B. Prescribes the woman's food package based on her breastfeeding status, either fully or partially breastfeeding. Refer to Volume 1, Chapter 23 – Food Packages for more information.
- C. Schedules a minimum of one second nutrition education contact for the breastfeeding woman.
- D. Assesses the woman's nutrition education needs and offers information and breastfeeding support and referrals.
- E. Documents additional nutrition risk information for the breastfeeding woman obtained at the second nutrition education contact or infant mid-certification assessment in the woman's file. General referral or nutrition education information provided during the infant mid-certification assessment is documented in the infant's file.

POLICY: Changing Client from Breastfeeding to Postpartum

A client who discontinues breastfeeding her infant within six months postpartum shall be eligible as a Priority 6 – Postpartum Woman.

PROCEDURE:

Clinic Staff:

- A. Confirm that the client is within six months postpartum.
- B. Change the client's category from breastfeeding to postpartum.
- C. Assess the client's certification record to determine if the client has a documented nutrition risk factor which qualifies her as a postpartum woman.
 1. Client Services assesses if the client has a qualifying nutrition risk factor, and if so her category is automatically changed to postpartum.

Note: Client Services automatically changes the client to Priority 6 when the category is changed to postpartum.
 2. If Client Services does not identify a qualifying risk factor, the Competent Professional Authority (CPA) needs to assess the client's current status to determine if a postpartum nutrition risk factor applies.
 3. When no postpartum risks apply, the CPA assigns the "Not Meeting Dietary Guidelines" risk. Refer to Volume 1, Chapter 14 – Nutrition Risk Criteria for more information.
- D. Assure a postpartum food package is assigned before issuing checks to the client.
 1. Provide the postpartum woman with the standard food package.
 2. If the client requests a change to the standard food package or has a special dietary need, refer the client to the Competent Professional Authority (CPA) or nutritionist for the food package prescription.
- E. Provide the client with a second nutrition education contact. If a second contact was provided during the breastfeeding certification, it meets the requirement for the postpartum eligibility. However, it is important to assess the client's education needs as a postpartum client.
- F. Serve the client through the end of the six month postpartum period.

Information:

Changing a client from breastfeeding to postpartum is a categorical change as opposed to a recertification; therefore, certain aspects of the certification process (e.g., income eligibility determination, signing the Rights and Responsibilities Form, dietary evaluation, etc.) do not need to be repeated.

POLICY: Enrolling an Infant

An infant under six months of age born to a woman who participated in WIC during pregnancy shall be considered nutritionally risk eligible for the WIC Nutrition Program. The local agency shall have the option to enroll an infant of a WIC mom in the program. The local agency shall also have the option to allow staff other than the Competent Professional Authority (CPA) to enroll an infant of a WIC mom.

If this option is chosen, the local agency shall have on file a written policy for enrolling infants of WIC moms in the agency. The policy shall be applied to clients in a consistent manner, and shall describe any exceptions.

The infant shall be allowed to receive one month of WIC benefits, e.g., one set of WIC checks when enrolled. A second set of checks cannot be provided until the certification is completed, unless the assessment cannot be completed due to clinic scheduling difficulties.

Note: An infant born to a mother who was not on WIC during the pregnancy cannot be enrolled in the WIC Nutrition Program, instead the CPA shall determine the infant's eligibility at a new certification appointment.

The caregiver or authorized alternate shall be required to be physically present in the clinic to enroll the infant in order to provide the required documentation and to sign the Rights and Responsibilities form. The infant shall not be required to be physically present at the enrollment appointment, but shall be required to be present at the completion of the certification. Refer to the policy "When an Applicant or Client Must be Present at the WIC Certification Appointment" in this chapter.

PROCEDURE:

Clinic staff:

- A. Determine if the infant of a WIC mom is eligible according to program guidelines for category, residency and income. Proceed with the enrollment if the infant meets these guidelines.

Note: An infant born to a presumptively eligible woman prior to the completion of the woman's certification is considered an infant of a WIC mom.

- B. Review and document all required documents in the client's file on the Income Documentation Tab. Refer to Volume 1, Chapter 3 – Application and Processing Standards and Volume 1, Chapter 6 – Income for more information about required documentation and grace period allowances.

CHAPTER 18 CERTIFICATION ISSUES**Section 4 Infants and Children**

- C. Have the caregiver or authorized alternate read or read to the caregiver/alternate the Rights and Responsibilities Form, ask if there are any questions and have the caregiver sign the form.
- D. Document the client's race and ethnicity information.
- E. Complete the required items on the Basic Contact list for the enrolled infant. Refer to Volume 1, Chapter 13 – Basic Contact for more information.
- F. Provide the standard food package for the infant.

Note: All WIC staff outlined in the local agency policy have the authority to enroll an infant and provide the standard food package. A co-sign is not required for paraprofessional CPA in training completing this appointment.

- 1. If the caregiver requests a non-standard food package or the infant has special dietary needs refer to the CPA or nutritionist for the food package prescription.

Note: If the infant is breastfed, staff provide support through breastfeeding resources and referrals. If the mom expresses concerns with breastfeeding, staff immediately refer her to the breastfeeding support staff in the clinic.

- 2. Issue checks and educate the caregiver about using WIC checks and WIC food selection.
 - a. The client can receive one set of checks when enrolled. Additional checks cannot be provided until the certification is completed, unless the appointment can't be completed due to clinic scheduling difficulties. Only one additional set of checks can be issued prior to completing the certification due to clinic scheduling issues.

Example: The baby is born and enrolled near the end of April and receives checks. No appointments are available for the completion of the certification in May. In this case, clinic staff are authorized to provide checks in May and schedule the completion of the certification in June.

- b. Separation of duties requirements for certification and check issuance apply to the Enroll Infant appointment. Refer to Volume 1, Chapter 22 – WIC Checks for more information.

- G. The CPA completes the certification the following month. The infant is required to be physically present at the complete certification appointment. Refer to the policy

“When an Applicant or Client Must be Present at the WIC Certification Appointment” in this chapter for more information.

1. The CPA updates the infant’s file with information from the completed certification.
- H. Provide the enrolled infant with a transfer card if the caregiver requests one. Follow procedures in Volume 1, Chapter 21 – Transfer/Verification of Certification for more information about issuing transfer cards.
1. Client Services automatically documents the enrolled status on the transfer card and if any documentation was missing at the enroll infant appointment.

POLICY: Mid-Certification Infant Health Assessment

Infants who have an eligibility period longer than six months shall have a mid-certification infant health assessment. Because the mid-certification infant health assessment is not an eligibility determining assessment, WIC checks shall not be withheld if it is not completed on time or at all.

Refer to Volume 1, Chapter 16 – Nutrition Education for information about the second nutrition education contact requirements for infants with an eligibility period longer than six months.

PROCEDURE:

The CPA:

- A. Performs an infant health assessment mid-certification, at approximately 3 – 9 months of age.
- B. Completes the infant health assessment which includes the following:
 - 1. Assessment Questions appropriate to the infant’s age and feeding practices. Refer to Volume 1, Chapter 11 – Assessment Questions.
 - 2. Weight and length measurements. Refer to Volume 1, Chapter 9 – Anthropometrics.
 - 3. Assessment of the client’s access to healthcare services.
 - 4. Screening and referral to immunizations if needed and other programs or services as appropriate. Refer to Volume 1, Chapter 12 – Referrals and Coordination of Services.
 - 5. Nutrition education related to the client’s nutrition needs and follow-up to previous nutrition goals as appropriate. Refer to Volume 1, Chapter 16 – Nutrition Education.
- C. Documents any additional risk factors in the client’s file in addition to referrals and nutrition education provided to the caregiver.

Information:

Performing a hemoglobin or hematocrit assessment at the mid-certification infant health assessment is optional. The CPA uses professional discretion regarding the appropriateness of performing the hematological test at this time. Refer to Volume 1, Chapter 10 – Hematology for more information.

POLICY: Client Category When the New Certification Occurs in the Month the Child Turns One Year of Age

Applicants who have a new certification during the month they turn one year of age shall be certified under the “Child” category.

PROCEDURE:

The CPA:

- A. Certifies the applicant as a child at the initial certification done in the month the child turns one year of age.
 1. Select the child category in Client Services.
 - a. Staff manually select the child category when the applicant is Prescreened prior to the first birthday for a new certification occurring in the month the child turns one year. Client Services will allow this category to be selected prior to the first birthday.

Note: Contact the Help Desk when the infant category was selected for the applicant and the new certification occurs in the month the child turns one year of age.
- B. Asks the Child Assessment Questions during the new certification appointment.
- C. Prescribes the appropriate food package based on the age of the child and any special dietary needs. Refer to Volume 1, Chapter 23 – Food Package and Chapter 24 – Formulas and Medical Foods for more information.
 1. Prior to the first birthday, an infant food package is required.
 2. On or after the first birthday, the child’s food package is allowed.

POLICY: When an Applicant or Client Must be Present at the WIC Appointment

The applicant or client shall be required to be physically present at the following appointments:

1. Presume Eligible (PE)
2. Complete Certification (CC)
3. New Certification (NC)
4. Recertification (RC)

Exceptions to the physical presence requirement are allowed in certain limited situations as listed below:

1. A medical condition that necessitates the use of medical equipment that is not easy to transport.
2. A medical condition that requires confinement to bed rest.
3. A serious medical illness that would put the applicant, client or other clients at further risk by coming to the clinic.
4. When requiring an infant or child's physical presence for the appointment would present a barrier to obtaining WIC services for the working caregiver.
 - a. The infant or child of the working caregiver shall be required to have been present in the clinic within the past six months for a certification, subsequent certification or mid-certification infant health assessment in order to be exempt from being physically present at the current certification appointment.
 - b. Working status can be full or part-time employment.

In the above exception situations, the caregiver's or client's alternate shall provide the appropriate documentation and pertinent information needed to complete the appointment as appropriate. (Examples include: income, identification and residency documentation; health information, knowledge of eating pattern, etc.)

PROCEDURE:

The CPA:

- A. Determines if the client is required to be physically present, or if an appropriate exception exists.
- B. Documents in the client's file when the client is not present for the certification appointment and which exception applies.

Information:

Local agency staff use their professional judgment regarding physical presence at the following appointments. The following information is provided to help staff in determining whether the client's presence is necessary.

Infant Enrollment: The infant of a WIC mom does not need to be present for the enrollment appointment, but the caregiver or the caregiver's authorized alternate does need to be present to sign paperwork. The infant will be certified and assessed at the completion of the certification appointment and is required by policy to be present at the completion of the certification (CC) appointment unless an exception is met as listed in this policy.

Mid-Certification Infant Health Assessment: The mid-certification infant health assessment is a nutrition education and growth assessment appointment. It is best practice and highly recommended that the infant be present, however, if the caregiver/alternate can present the necessary information (e.g. current anthropometric and hematological measurements and answer Assessment Questions), the infant is not required to be present.

Second Contact or Follow-Up Appointment: The client's physical presence at this appointment is dependent on the type of contact needed. For example, an infant or child would not need to be present with the caregiver at an infant or child nutrition class (unless the class is intended for the child, e.g. "Let's Play" class), but would need to be present if scheduled for a one-on-one second contact to weigh and measure the client to address a growth concern.

High Risk Nutrition Contact: The client's physical presence at this appointment is dependent on the nutritionist's discretion. If the nutritionist needs to see the client to address a weight gain or growth concern, physical presence would be needed. If the nutritionist is meeting with a caregiver to discuss feeding issues for an infant or child, physical presence of the infant or child may not be necessary.

POLICY: Recertification Scheduling Timeframe

The Competent Professional Authority (CPA) shall not be allowed to recertify a client more than 30 days (one month) prior to the end of a current eligibility period.

PROCEDURE:

The CPA:

- A. Assesses if the client has more than 30 days remaining in a current certification eligibility period.
- B. Performs a recertification no more than 30 days prior to the end of a current certification eligibility period in order to assess for current income eligibility and nutrition risk status.

Note: Refer to Volume 1, Chapter 9 – Anthropometrics and Volume 1, Chapter 10 – Hematology for measurement and blood work timeframe requirements.

Information:

Ideally clients are assessed for recertification after the end of a current certification eligibility period, however a recertification is allowed during the last month of a current eligibility period in order to allow clinic staff flexibility in clinic scheduling, caseload management and coordinating appointments for multiple household members in a group.

POLICY: WIC Services for WIC Staff, Family or Friends

WIC staff, including volunteers or students working or volunteering in a local WIC clinic, shall be allowed to participate in the Washington State WIC Nutrition Program as a client or caregiver when they qualify for the program. Although it is considered best practice to participate at a different clinic or agency, it shall not be required.

A. Certification Requirements

1. WIC staff shall not be allowed to certify themselves, family members or friends.

For the purpose of this policy the following definitions apply:

Family: Mother, father, sibling, son, daughter, grandparent, in-law, aunt, uncle, cousin, niece, nephew, step-parent or any step family member.

Friend: A close acquaintance, or a person whom the clinic staff person spends time with outside the work environment.

2. When the clinic lacks adequate staff to prevent staff members from certifying themselves, family members or friends, the local agency shall develop procedures to prevent program violations and fraud from occurring. In addition, the local agency shall monitor these procedures to prevent program violations and fraud from occurring. Refer to the Volume 1, Chapter 2 – Program Compliance for more information.
3. A WIC staff person shall sign the Responsible Party form if he/she is a WIC client or the caregiver of a WIC client in the same agency where he/she works. The form is located in the Appendix of this chapter and can be copied for use in the clinic.
 - a. The Responsible Party form shall be signed one time per participant per certification. This coincides with the requirements for signing the Rights and Responsibilities form for each participant.
 - b. The Responsible Party form shall be kept on file in the clinic for four years.

B. Check Issuance Requirements

1. WIC staff shall not be allowed to issue WIC checks or Farmers Market Nutrition Program (FMNP) checks to themselves, family members or friends.

PROCEDURE:**A. WIC staff:**

1. Do not certify themselves, family members or friends.
 - a. Do not schedule family members or friends with themselves. If this occurs, staff make arrangements for the family member or friend to be certified and issued checks by another staff member.
 - b. Reschedule the family member or friend for a time when another staff member is available, when it is possible or appropriate.
 - c. Suggest the family member or friend participate at a different WIC clinic or agency when it is possible or appropriate.
2. Sign the Responsible Party form when the staff person or their infant or child is on the WIC Nutrition Program in the same agency where the staff person works or volunteers.
 - a. The staff person signs the Responsible Party form one time per certification for each family member who is a participant on the program.
 - b. The Responsible Party form is located in the Appendix of this chapter and can be copied as needed.
 - c. The form is kept on file in the clinic for four years.
3. Do not issue WIC checks or FMNP checks to themselves, family members or friends. Refer to Volume 1, Chapter 22 – WIC Checks.
4. Report to the local WIC agency coordinator or the state WIC office when any WIC staff are suspected of program violations or fraud.

B. The Local Agency:

1. Develops procedures to prevent program violations and fraud from occurring particularly when the clinic lacks adequate staff to prevent staff members from certifying themselves, family members or friends. These procedures could include, but are not limited to the following:
 - a. Frequent review of client files, both paper and computer.
 - b. Review of clinic participation and other reports.

2. Monitors the clinic closely to prevent program violations and fraud from occurring and assure the procedures are being followed.

Information:

When WIC staff certify a client who has the same last name as the staff person but is not related to the staff person, it is a recommended best practice to document in the client's file that there is no relationship between the client and the staff member. This practice protects both the client and clinic staff from potential investigations into possible program violations.

POLICY: Refusing Services to WIC Clients

Clinic staff shall not be allowed to refuse service to WIC clients unless there is a safety issue in which case staff call for emergency assistance (911) or take other precautions as per local agency procedures.

The clinic coordinator shall work with the state WIC office when assistance is needed when dealing with challenging or problematic clients. Efforts shall be made to find a way to provide services to the client or alternates for the client.

Local agencies shall not be allowed to require a client to transfer to a different WIC clinic without working with the state WIC office and notifying the other agency.

PROCEDURE:

Clinic staff:

- A. Make efforts to serve the client in the local agency either through working with the client or the client's alternate(s).
- B. Contact the state WIC office when assistance is needed in working with the client.
- C. Transfer the client to another agency only after obtaining approval from the state WIC office and notifying the other agency of the action.
- D. Contact 911 in any emergency situations.
- E. Follow local agency policy for safety issues.

A P P E N D I X



Responsible Party Form

As an employee, volunteer, or student, working at _____ and as a
(agency)
WIC client, or caregiver of a WIC client, at _____, I understand
(agency)
and agree to follow the program compliance policies and procedures of the agency personnel policy
and of the WIC Nutrition Program as outlined in the Washington State WIC Manual.

By signing this form I agree to the following:

1. I will conduct myself in a manner which assures program compliance as outlined in the agency’s policies and the Washington State WIC Manual.
2. I understand that the local agency will be monitoring my WIC participation closely to prevent program violation and fraud from occurring.
3. I understand that violations of program compliance policies or procedures may result in disciplinary action up to and including immediate dismissal from the agency and WIC Nutrition Program sanctions such as repayment for benefits improperly received, suspension or disqualification from the WIC Nutrition Program.
4. I accept the responsibility for my actions as a clinic employee and as a WIC Nutrition Program client/caregiver.

I acknowledge that the policies and procedures concerning program compliance have been explained to me and I agree to follow them.

Signed this _____ day of _____, _____ at _____, Washington
(Day) (Month) (Year) (City)

Clinic Staff/Client/Caregiver Signature: _____

Print Name of Clinic Staff/Client/Caregiver: _____

Signed this _____ day of _____, _____ at _____, Washington
(Day) (Month) (Year) (City)

Clinic Coordinator Signature: _____

Print Name of Clinic Coordinator: _____

PREGNANCY INFORMATION FORM

WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM

You have been determined eligible for WIC based only on your income information. Please have your health care provider complete the information below and bring this form back to the WIC clinic at your next appointment.

You must have a certification appointment within the next 60 days to complete your WIC eligibility assessment. If you do not meet WIC's guidelines, you cannot continue to receive WIC benefits.

CLIENT NAME: _____

NEXT WIC APPOINTMENT DATE: _____

DATE: _____

HEIGHT: _____ WEIGHT: _____

HEMOGLOBIN OR HEMATOCRIT: _____

DUE DATE: _____

SOURCE OF INFORMATION (NAME AND PHONE NUMBER):

THANK YOU!!

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

"Washington WIC does not discriminate."