

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual  
Notice of Revision



Date: 10/26/2012

Notice Number: 2012-09

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
Chapter: 18 – Certification Issues	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change: <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
If you have questions about this revision or wish additional copies, call or write:	
<p>Department of Health  State WIC Nutrition Program  P.O. Box 47886  Olympia WA 98504-7886  Call: 1-800-841-1410</p>	

**Explanation of Revisions:**

- This revision includes the one year certification periods for children and breastfeeding women.
- See the attached table of revisions for specific changes to the chapter.

**Remove:**      Remove the chapter dated 3/2009 from the manual.

**Insert:**        This current revision dated 10/2012 in Volume 1.

**Attachments:**

- Memo
- Manual Revision
- Other \_\_\_\_\_

**Volume 1, Chapter 18 – Certification Issues**  
**Table of Revisions**

Policy/Page	Revision	Comments
Through-out chapter	We continue to make “plain talk” changes to each chapter.	The goal is to have policies more clear and easier to read.
<p>“Requirements for the Breastfeeding Woman Certification”  p. 4 - 6</p>	<p><b>New policy:</b></p> <ul style="list-style-type: none"> <li>• The CPA must do a new certification for a breastfeeding woman who wasn’t on WIC previously, or complete a recertification for a breastfeeding woman who was on WIC during the pregnancy.</li> <li>• The breastfeeding woman’s eligibility begins the day she is certified and continues until the last day of the month the infant turns one year old, or until she stops breastfeeding, whichever comes first.</li> <li>• Staff determine the breastfeeding woman’s status. <ul style="list-style-type: none"> <li>○ Fully breastfeeding – not getting any formula from WIC.</li> <li>○ Partially breastfeeding – not getting more than half the amount of formula in a full formula package for her infant.</li> <li>○ Some breastfeeding – getting more than half the amount of formula in a full formula food package for her infant.</li> </ul> </li> <li>• If a breastfeeding woman reduces her breastfeeding so it’s less often than once a day on average, for example 4 times a week: <ul style="list-style-type: none"> <li>○ Change her category to Postpartum if her infant is less than 6 months old.</li> <li>○ Take the woman off WIC if her infant is more than 6 months old.</li> </ul> </li> </ul>	<p>This policy was sent out separately and posted to the WIC website. The policy is now included in the chapter.</p> <p>With the “Not Meeting Dietary Guidelines” risks, regression isn’t needed and this priority and risk isn’t used in Washington WIC.</p>

Volume 1, Chapter 18 – Certification Issues

Table of Revisions

<p>“Requirements for the Breastfeeding Woman Certification” (continued) p. 4 - 6</p>	<ul style="list-style-type: none"> <li>• Staff must complete a mid-certification health assessment around 6 months after the certification. The assessment includes:             <ul style="list-style-type: none"> <li>○ Weight check and assessment of weight status.</li> <li>○ Follow up to previous risks and concerns.</li> <li>○ Brief update on health and nutrition.</li> <li>○ Nutrition education.</li> <li>○ Breastfeeding support.</li> <li>○ Referrals.</li> </ul> </li> <li>• Staff provide one nutrition education contact in the first six months and one in the second six months. These are in addition to the nutrition education done at the certification and the health assessment.</li> </ul> <p><b>Procedure:</b> Supports policy.</p> <p>D, 3: Lists example questions to ask to assess for any major changes to health, nutrition practices and physical activity.</p> <p>E: Lists documentation requirements using the Follow-Up Wizard.</p>	
<p>“Changing Client from Breastfeeding to Postpartum” p. 7</p>	<p><b>Procedure:</b> Removed previous procedure C which outlined steps to take when the woman didn’t have a postpartum risk that could carry over from the breastfeeding certification.</p>	<p>Client Services carries over appropriate risks from the breastfeeding assessment. When there aren’t any risks, the system automatically assigns the “Not Meeting Dietary Guidelines” risk.</p>

Volume 1, Chapter 18 – Certification Issues  
 Table of Revisions

<p>“Infant Mid-Certification Health Assessment”          p. 11 - 12</p>	<p><b>Policy:</b></p> <ul style="list-style-type: none"> <li>• The CPA must complete a mid-certification health assessment for all infants with an eligibility period longer than six months.</li> <li>• The CPA must:             <ul style="list-style-type: none"> <li>○ Complete the health assessment around 6 months of age.</li> <li>○ Document the assessment in the infant’s file.</li> <li>○ Offer nutrition education.</li> </ul> </li> <li>• During the assessment the CPA must assess:             <ul style="list-style-type: none"> <li>○ The infant’s growth.</li> <li>○ Feeding.</li> <li>○ Changes in health since the certification.</li> <li>○ Access to health care services.</li> <li>○ Immunizations</li> </ul> </li> <li>• Staff must not withhold WIC checks if the infant misses the health assessment appointment. Give one set of checks and reschedule for the next month.</li> <li>• Provide one nutrition education contact in the first six months and one in the second six months. These are in addition to the nutrition education done at the certification and the health assessment.</li> </ul> <p>Note: See Volume 1, Chapter 16 – Nutrition Education for information about second contacts and what to do when a client or caregiver refuses to participate in nutrition education.</p> <p><b>Procedure:</b>          Supports policy.</p> <p>A: Complete the infant health assessment between 4 and 8 months of age.</p>	
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<p>“Child Mid-Certification Health Assessment” p. 13</p>	<p><b>New Policy:</b></p> <ul style="list-style-type: none"> <li>• The CPA must complete a mid-certification health assessment for all children with an eligibility period longer than six months.</li> <li>• The CPA must:             <ul style="list-style-type: none"> <li>○ Complete the health assessment around 6 months after the certification.</li> <li>○ Document the assessment in the child’s file.</li> <li>○ Offer nutrition education.</li> </ul> </li> <li>• During the assessment the CPA must assess:             <ul style="list-style-type: none"> <li>○ The child’s growth.</li> <li>○ Feeding.</li> <li>○ Changes in health since the certification.</li> <li>○ Access to health care services.</li> </ul> </li> <li>• Staff must not withhold WIC checks if the child misses the health assessment appointment. Give one set of checks and reschedule for the following month.</li> <li>• Provide one nutrition education contact in the first six months and one in the second six months. These are in addition to the nutrition education done at the certification and the health assessment.</li> </ul> <p>Note: See Volume 1, Chapter 16 – Nutrition Education for information about second contacts and what to do when a client or caregiver refuses to participate in nutrition education.</p> <p><b>Procedure:</b></p> <p>Supports policy.</p> <p>A, 4: Lists example questions to ask to assess for any major changes to health, nutrition practices and physical activity.</p> <p>B: Lists documentation requirements using the Follow-Up Wizard.</p>	<p>This policy was sent out separately and posted to the WIC website. The policy is now included in the chapter.</p>
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Volume 1, Chapter 18 – Certification Issues

Table of Revisions

<p>“WIC Services for WIC Staff, Family or Friends” p. 19 - 21</p>	<p><b>Policy:</b></p> <ul style="list-style-type: none"> <li>• Added peer counselors as WIC staff.</li> <li>• It’s best practice for WIC staff to participate at a different agency or clinic, but it isn’t required.</li> <li>• WIC staff must not issue WIC checks or Farmers Market Nutrition Program checks to themselves, family members or friends.</li> </ul> <p><b>Procedure:</b></p> <p>A, 3: Changed from the staff person signs the Responsible Party form one time per certification for each family member, to one time per certification for the household.</p>	
<p>“Refusing Services to WIC Clients” p. 22</p>	<p><b>Policy:</b></p> <p>Added examples of procedures to assure clients receive service:</p> <ul style="list-style-type: none"> <li>• A parent is intimidating staff: Staff and the client agree to have the other parent or an alternate come for check pick-up and clinic appointments.</li> <li>• Client is verbally abusive to staff: State staff work with the client and have the client transfer to another clinic if needed.</li> </ul>	



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