

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual
Notice of Revision



Date: 12/10/2012

Notice Number: 2012-11

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
Chapter: 3 – Application and Processing Standards	
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 removes the proof of pregnancy requirement and includes the policy to schedule appointments for employed clients from Chapter 4 – Scheduling. Volume 1, Chapter 4 is now vacant.
- See the attached table of revisions for specific changes to the chapter.

Remove: **Remove Chapter 3 – Application and Processing Standards dated 7/2010 from the manual.**

Remove Chapter 4 – Clinic and Client Scheduling dated 2/99. This chapter will be vacant.

Insert: **This current revision of Chapter 3 – Application and Processing Standards dated 12/2012 in Volume 1.**

Attachments:

- Memo
- Manual Revision
- Other _____

Volume 1, Chapter 3 – Application and Processing Standards
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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.
“Proof of Pregnancy”	Deleted policy.	Washington WIC doesn’t require proof of pregnancy. This changed April 2012. The policy change and information was sent out separately and posted to the WIC website.
“Scheduled Appointments for Employed Clients and Caregivers” p. 9	Policy moved to this chapter. Policy: Staff must offer scheduled appointment times to each employed client or caregiver. Procedure: A: Keep a sufficient number of scheduled appointment times in the clinic schedule to accommodate employed clients and caregivers. B: Offer a choice of scheduled appointment times to employed clients and caregivers. C: Schedule the client or caregiver. C, Note: If an employed client or caregiver misses a scheduled appointment, staff can ask the person to come in on a “walk in” day. If the person can’t come in on that day, staff offer another scheduled appointment.	This policy isn’t new, it was just moved from Volume 1, Chapter 4 – Scheduling and updated. Chapter 4 is now vacant.
“Client Identification” p. 12 - 15	Procedure: A, 1, f, 1: Staff use a positive search result for client identification. A positive search result is when Client Services finds the client’s current eligibility information for a WIC eligible program. A, 1, f, 3: Staff require another form of identification when Client Services doesn’t find the client’s current ProviderOne information.	Staff must get a positive ProviderOne search result to use the ProviderOne card for any type of proof, including ID.

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<p>“Determining Residency” p. 16 - 18</p>	<p>Procedure:</p> <p>A, 4, a: Staff use a positive search result for residency documentation. A positive search result is when Client Services finds the client’s current eligibility information for a WIC eligible program.</p> <p>A, 4, d: Staff require another form of residency documentation when Client Services doesn’t find the client’s current ProviderOne information.</p>	<p>Staff must get a positive ProviderOne search result to use the ProviderOne card for any type of proof, including residency.</p>
<p>“One Month Grace Period for Proof of Identification or Residency” p. 20</p>	<p>Policy: Removed all references to proof of pregnancy.</p>	<p>Washington WIC doesn’t require proof of pregnancy. This changed April 2012. The policy change and information was sent out separately and posted to the WIC website.</p>



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