Date: __12/10/2012_____] Notice Number: 2012-11

<table>
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<tr>
<th>Volume 1</th>
<th>Volume 2</th>
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</table>

Chapter: 3 – Application and Processing Standards

Section: See Table of Revisions

Policy/Recommendation/Description/Procedure:

Type of Action/Change: [ ] Supersedes [ ] New [ ] Delete

If you have questions about this revision or wish additional copies, call or write:

Department of Health
State WIC Nutrition Program
P.O. Box 47886
Olympia WA 98504-7886
Call: 1-800-841-1410

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 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 ____________________________________________
### Table of Revisions

<table>
<thead>
<tr>
<th>Policy/Page</th>
<th>Revision</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Through-out chapter</td>
<td>We continue to make “plain talk” changes to each chapter.</td>
<td>The goal is to have policies more clear and easier to read.</td>
</tr>
<tr>
<td>“Proof of Pregnancy”</td>
<td>Deleted policy.</td>
<td>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.</td>
</tr>
</tbody>
</table>
| “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. |  |
### Table of Revisions

<table>
<thead>
<tr>
<th>“Determining Residency” p. 16 - 18</th>
<th><strong>Procedure:</strong></th>
<th><strong>Staff must get a positive ProviderOne search result to use the ProviderOne card for any type of proof, including residency.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>A, 4, a:</strong> 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>A, 4, d:</strong> Staff require another form of residency documentation when Client Services doesn’t find the client’s current ProviderOne information.</td>
<td></td>
</tr>
<tr>
<td>“One Month Grace Period for Proof of Identification or Residency” p. 20</td>
<td><strong>Policy:</strong> Removed all references to proof of pregnancy.</td>
<td>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.</td>
</tr>
</tbody>
</table>

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