WASHINGTON STATE WIC NUTRITION PROGRAM

Washington State WIC Manual
Notice of Revision

Date: 2/1/2021   **Notice Number: 2021-01**

☒ **Volume 1**	☐ **Volume 2**

Chapter: 5 – Priority System and Waiting Lists

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 chapter was revised to align with Cascades and was posted as a DRAFT.
- The chapter was approved by Food and Nutrition Services (FNS) and is now final.
    - There are no significant content changes from the DRAFT.
    - The following table of revisions shares high level changes made from the Client Services (CIMS) version to this final Cascades version.
- We updated the chapter date to reflect FNS approval of the revisions.

Remove: N/A
Insert: N/A

Attachments:

☒ **Memo**

☒ **Manual Revision**

☐ **Other**_____

This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.

Volume 1, Chapter 5 – Priority System and Waiting Lists

Table of Revisions

Policy/Page	Revision	Comments
Through-out chapter	**Terminology change:** • Client to Participant. • Cascades terms and screen names.	
Serving Participants using the Priority and Sub-Priority System p. 1 - 3	**Policy:** • The coordinator must contact the Local Program Consultant (LPC) at the state WIC office when the clinic lacks resources to serve all priorities. **Procedure:** B: Added first bullet to # 2 Information from the previous clinic transfers automatically when a participant transfers within the state.	
Match Priority for Breastfeeding Participants and Infants p. 4	**Procedure:** B: Added B, 1 Note Cascades automatically matches the breastfeeding pair's priority based on the risks selected.	
Changes in Priority During the Certification Period p. 5	**Policy:** Removed: Within a certification period, the client's priority shall not be lowered, except to correct a mistake.	Staff can't lower a participant's priority after pressing the Certify button. Write a note in the participant's file if there's an error with the participant's risk(s) or priority.
Bumping	**Removed policy**	Policy no longer needed. Washington WIC serves all priorities and ages.
Waiting Lists p. 8 - 10	**Policy** • Removed references to bumping. • Aligned with Cascades. • Removed references to paper Waiting Lists.	
Appendix	**Removed Appendix**	The Appendix had paper waiting lists. Waiting Lists are maintained in Cascades when needed.