

**PURPOSE:** To define WIC certification periods based on client category.

#### **A. POLICY**

1. The certification date is the date on which an applicant has been determined eligible to receive benefits based on meeting program eligibility criteria. The certification end date is the date on which program eligibility expires.
2. Program benefits shall be based upon the certification periods stated below:
  - a. **Pregnant Women (category code: PG)**  
A pregnant woman shall be certified through the duration of the pregnancy to six (6) weeks postpartum (Expected date of delivery [EDD] + 42 days). To continue on the program without a disruption of benefits, the woman must be recertified during the six (6) week postpartum period as either a Breastfeeding Woman or a Non-Lactating Postpartum Woman. (See Policy 2.10 Proof of Pregnancy)  
Note: In the event of early termination of pregnancy (spontaneous or intentional abortion, or fetal death) the certification shall end 42 days after the end of the pregnancy.
  - b. **Breastfeeding Women (category code: BE, BP)**  
Shall be certified up to the infant's first birthday, or until the woman ceases breastfeeding, whichever occurs first. If a woman discontinues breastfeeding before 6 months postpartum the category and certification end date must be changed to reflect NPP status. If a risk criteria that applies to a non-lactating woman is not currently documented, the presumptive risk shall be assigned.
  - c. **Non-Lactating Postpartum Women (category code: NPP)**  
Non-lactating women shall be certified until 6 months past the delivery or end of pregnancy date.
  - d. **Infants Under 6 Months of Age (category code: IBE, IBP, IFF)**  
Infants under 6 months of age shall be certified at the time of entrance into the program up to the infant's first birthday. An infant evaluation (IEVAL) (weight, height, dietary evaluation, and health history review) shall be performed mid-certification. (See Policy 2.13, Medical and Nutritional Risk criteria for WIC Eligibility)
  - e. **Infants 6 Months of Age and Over (category code: IBE, IBP, IFF)**  
Infants 6 months of age and over shall be certified at the time of entrance into the Program for six (6) months.

- f. Children (category code: C1, C2, C3, C4)  
Children shall be certified at twelve (12) months intervals up to the fifth birthday. A child evaluation (CEVAL) shall be performed mid-certification. (See Policy 2.13, Medical and Nutritional Risk criteria for WIC Eligibility)
3. Short Certification  
In the event that a client has not presented required proof of Identity, Residency, Income and/or Pregnancy at the time of certification, the client can be assigned a Short Certification. If the required proof is not presented within 60 days (30 days for proof of Income), the client will be terminated from the program.
4. Time Variations for Recertification  
For Infants and Children, in cases where there is difficulty in appointment scheduling due to illness or to synchronize appointments with other family members, a time variation of plus or minus 30 days from the certification due date is permissible.
5. Infant or child evaluation (IEVAL or CEVAL) shall be performed midway through a certification period for infants certified before 6 months of age and children.
  - a. Infant evaluation (IEVAL) shall consist of anthropometric and laboratory measurements (according to policy 2.16), immunization status review and update of medical and nutrition information, nutrition risks, breastfeeding assessment (as applicable), nutrition education and referrals.
  - b. Child evaluation (CEVAL) shall consist of anthropometric and laboratory measurements (according to policy 2.16), immunization status review and update of current certification information, nutrition assessment, nutrition education and referrals.
  - c. Infant and child clients who are certified for more than 7 months, are to be scheduled for an infant/child evaluation (IEVAL, CEVAL).
  - d. Clients who are unable to attend the infant/child evaluation visit shall not be denied benefits.

## **B. GUIDANCE**

1. If an infant or child evaluation appointment is missed, it should be rescheduled with the client at least once.

### **C. DEFINITIONS**

Certification Period: The length of time a client is eligible for the WIC program.

Client Categories:

PG = Pregnant Woman

BE = Woman Breastfeeding Exclusively

BP = Woman Breastfeeding Partially

NPP = Non-lactating Postpartum Woman

IBE = Infant Breastfeeding Exclusively

IBP = Infant Breastfeeding Partially

IFF = Infant Formula Fed

C1 = Child 12 – 23 months

C2 = Child 24 – 35 months

C3 = Child 36 – 47 months

C4 = Child 48 – 59 months

Reference:

Federal Regulations – 7 CFR Part 246.7 [g and c.2.ii)

Federal Regulations- 7 CFR Part 246.11(e)(3)

USDA: Guidance for Providing Quality WIC Nutrition Services during Extended Certification Periods,  
August 29, 2011

Cross-reference:

2.02 Residency

2.03 Identity

2.04 Income Determination

2.10 Proof of Pregnancy

2.13 Nutritional Risk Criteria