

WIC Policy Table of Contents Comparison Old Policy to MI-WIC Policy

This table represents a comparison of the old Policy Manual with the new MI-WIC Policy Manual. The old policy manual policies that may now be discarded are represented by ~~struckthrough~~ text. The corresponding new MI-WIC policies that have been approved by USDA and are now to be used by local agencies are **bolded**. The current policies in effect, then, are the bolded MI-WIC policies with an effective date and the bolded current policies. The corresponding Effective Date for each policy is listed in the far right column.

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE	
					Old	New
1.0	GENERAL ADMINISTRATION		1.0	ADMINISTRATION	Old	New
1.01	Use of Policy and Procedure Manual		1.01	Use of Policy and Procedure Manual	1/20/92	
1.02	Overview of the WIC Program		1.02	Overview of the WIC Program	10/1/05	
1.07	Confidentiality		1.03	Confidentiality		6/18/10
1.08	Fair Hearing Procedures for Participants		1.04	Fair Hearing Procedures for Clients		9/24/10
	1.08A	Rules of Local Agency Fair Hearing Procedures	1.04A	Rules of Local Agency Fair Hearing Procedures		9/24/10
	1.08B	Fair Hearing for WIC Participant	1.04B	Fair Hearing for WIC Client		9/24/10
1.09	Management Evaluation		1.05	Management Evaluation	2/1/07	
1.10	Records Retention and Destruction		1.06	Records Retention and Destruction	12/6/91	
1.11	Local Agency Staffing		1.07	Local Agency Staffing	7/26/99	
			1.07A	Local Agency Breastfeeding Coordinator		9/24/10
			1.07B	Lactation Consultant/Educator		9/24/10

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
			1/07C	WIC Peer Counselor Supervisor/Coordinator	9/24/10
			1.07D	WIC Peer Counselor	9/24/10
			1.07E	MSUE Breastfeeding Initiative Peer	9/24/10
1.13	Administrative Appeal of State Agency Decisions		1.08	Administrative Appeal of State Agency Decisions	7/7/09
1.16	Reporting of Suspected Child Abuse		6.06	Reporting of Suspected Child Abuse	6/1/09
	1.16A	Excerpts from the Child Protection Law	6.06A	Excerpts from the Child Protection Law	6/1/09
1.22	Civil Rights		1.09	Civil Rights	6/1/09
	1.22A	Discrimination Complaint Form	1.09A	Discrimination Complaint Form	6/1/09
1.23	Voter Registration		1.10	Voter Registration	6/1/09
	1.23A	Voter Registration Form	1.10A	Voter Registration Form	6/1/09
	1.23B	Optional Referral Codes for Documenting Voter Registration		Deleted	
2.0	ELIGIBILITY		2.0	ELIGIBILITY/CERTIFICATION	
2.01	Eligibility of Participants		2.01	Eligibility/Certification of Clients	7/7/09
2.02	Residency		2.02	Residency	6/1/09
2.03	Income Eligibility Requirements		2.04	Income Determination	4/2/10
	2.03A	Income Guidelines	2.05	Income Guidelines	6/1/09
		WIC Income Calculation Form/WIC		Deleted	

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
	2.03B	Rules			
	2.03C	Income Eligibility Requirement-Military Pay	2.04A	Income Eligibility Requirement-Military Pay	4/2/10
2.04	Medical and Nutritional Risk Criteria for WIC Eligibility		2.13	Nutritional Risk Criteria	9/1/07
	2.04A	Medical and Nutritional Risk Codes	2.13A	Medical and Nutritional Risk Codes	10/1/08
	2.04B	State-Designated Nutritional High Risk Conditions by WIC Status	2.13B	State-Designated Nutritional High Risk Conditions by WIC Status	10/1/05
	2.04C	Guidelines for Growth Charts and Gestational Age Adjustment for Low Birth Weight and Very Low Birth Weight Infants		Deleted	10/1/05
2.08	Identity		2.03	Identity	7/7/09
2.09	No Proof of Identity, Residency or Income Policy		2.02 2.03 2.04	Residency Identity Income Determination	6/1/09 7/7/09 6/1/09
	2.09A	Michigan WIC Program No Proof of Identity, Residency or Income Declaration Form		Deleted	
	2.09B	No Proof ID/Residency Chart		Deleted	
	2.09C	No Proof of Income Chart			
2.10	Declaration of No Income		2.07	Declaration of No Income	7/7/09
	2.10A	Michigan WIC Program No Income			

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
		Screening Form		Deleted	
	2.10B	Declaration of No Income Chart		Deleted	
3.0	PROGRAM ADMINISTRATION/PARTICIPANT MAINTENANCE		3.0	PROGRAM MAINTENANCE	
3.03	Transfers		3.04	Transfers	10/19/10
3.04	Appointment Scheduling and Follow-up		3.01	Processing Timeframes and Appointment Scheduling	10/19/10
	3.04A	“S” Scheduled participant CDE form		Deleted	
	3.04B	Sample “Missed Appointment” Notice		Deleted	
3.06	Waiting List Maintenance		3.02	Waiting List Maintenance	9/24/10
	3.06A	USDA Priority Ranking of Michigan WIC Risk Eligibility Criteria	3.02A	Federal Ranking	3/16/10
	3.06B	Waiting List Maintenance		Deleted	
3.14	Participant Information on Using Coupons		8.06	Client Education on Using Food Benefits	10/01/09
3.15	Manufacturers' and Stores' Sales Promotions		8.07	Manufacturers' and Stores' Sales Promotions	10/01/09
3.16	Formula Exchange		8.06	Returned Formula	7/7/09
4.0	CERTIFICATION				

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
4.01	Certification of Participant		2.01	Eligibility/Certification of Clients	7/7/09
4.02	Dietary Risk Determination		2.14	Risk Determination	9/1/07
	4.02A	WIC Woman Dietary Questionnaire	2.14A	Pregnant Woman Health and Diet Questions	8/10/10
	4.02B	WIC Child Dietary Questionnaire	2.14B	Postpartum Woman Health and Diet Questions	8/10/10
	4.02C	WIC Infant Health History	2.14C	Postpartum Woman Health and Diet Questions - A	8/10/10
	4.02D	WIC Child Health History	2.14D	Infant Health and Diet Questions	8/10/10
	4.02E	WIC Pregnant Woman Health History	2.14E	Infant Mid-Certification Health and Diet Questions	8/10/10
	4.02F	WIC Postpartum Woman Health History	2.14F	Child Health and Diet Questions	8/10/10
4.03	Anthropometric Risk Determination		2.15	Anthropometric Risk Determination	10/13/09
	4.03A	Measurement Conversions		Deleted	
	4.03B	Prenatal Weight Gain Grid		Deleted	
	4.03C	Very Low Birth Weight Growth Charts		Deleted	
	4.03D	CDC Growth Charts	Deleted		
4.04	Hematological Risk Determination		2.16	Hematological Risk Determination	01/19/10
4.05	Processing Standards for Applicants		3.01	Processing Timeframes and Appointment Scheduling	10/19/10

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
4.06	Certification Periods		2.17	Certification Periods	6/1/09
4.07	Notification of Participant Rights and Responsibilities		2.18	Notification of Client Rights and Responsibilities	6/1/09
4.08	Notice of Ineligibility, Mid-Certification, Termination & Expiration of Certification		2.20	Notice of Ineligibility, Mid-Certification, Termination & Expiration of Certification	7/1/10
	4.08A	Notification of Ineligibility and Expiration of Certification Flow Chart		Deleted	
	4.08B	Sample Letter		Deleted	
	4.08C	Mid-Certification Termination Flow Chart		Deleted	
	4.08D	Sample Written Notice		Deleted	
	4.08E	Sample Local Agency Procedure		Deleted	
4.10	ID/VOC Folders		2.19	VOC	6/1/09
4.11	Proxy Policy		8.03	Proxy Policy	6/1/09
	4.11A	Proxy Authorization Form		Deleted	
	4.11B	Proxy Area ID/VOC folder or WIC Proxy Sticker			
4.12	Immunization		6.03	Immunization	6/1/09
	4.12A	Description of Referral Codes		Deleted	
	4.12B	Michigan Childhood Immunization	6.03A	Michigan Childhood Immunization Registry	6/1/09

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
		Registry (MCIR)		(MCIR)	
4.19	Certification Staffing		1.07	Local Agency Staffing	6/12/95
5.0	FOOD PACKAGE		7.0	FOOD PACKAGE	
5.01	Food Package Determination and Documentation		7.01	Food Package Determination	8/1/09
5.02	Authorized WIC Foods		7.02	Authorized WIC Foods	9/1/10
	5.02A	WIC Food Authorization Process	7.03	Food Package for Qualifying Conditions	1/19/10
5.03	WIC Approved Special Dietary Formulas		7.03A	WIC Approved Special Dietary Formulas	8/1/09
	5.03A	WIC ASD Formulas – Alternate Screening Form	7.03B 7.03C	Medical Documentation for WIC Formula and Authorized WIC Foods -Infants and Children (through 4 years of age) -Pregnant, Breastfeeding and Non-lactating Postpartum Women	B-8/1/09 C-1/19/10
	5.03B	Formula Screening Approval Process	7.03E	Formula Screening and Approval Process	8/1/09
	5.03C	Coordination/Dietary Authorizations Among Children’s SHCS	7.03D	Coordination/Dietary Authorizations Among Children’s SHCS	8/1/09
	5.03D	Children’s SHCS & Medicaid	7.03D	Coordination/Dietary Authorizations Among Children’s SHCS	8/1/09
	5.03E	Approval Process for Special Dietary Formulas	7.03A	Instructions for Michigan WIC Medical Documentation	8/1/09
			7.03F		8/1/09

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
	5.03F	Evaluating Appropriate Use		Evaluating Appropriate Use	
	5.03G	Dietary Reference Intakes		Deleted	
	5.03H	Median Heights & Weights		Deleted	
	5.03J	Making 24 Calorie Formula		Deleted	
	5.03K	Companies Marketing Formulas		Deleted	
5.04	Standard Food Package		7.04	Maximum Food Package	01/19/10
	5.04A	Estimating the Amount of Time an Infant is Breastfed and a Woman is Breastfeeding		Deleted	
5.05	Food Package Tailoring		7.05	Customized Food Package	8/1/09
	5.05A	Food Package for Infants		Deleted	
	5.05B	Food Package for Children and Women with Special Dietary Needs		Deleted	
	5.05C	Food Packages for Children 1 to 4 Years		Deleted	
	5.05D	Food Packages for Women		Deleted	
5.07	Food Package Proration		8.02	Benefit Proration	01/06/10
5.08	WIC Closet Formula			Deleted	
6.0	NUTRITION SERVICES		5.0	NUTRITION SERVICES	
	Content of Nutrition Education			Content of Nutrition Education	6/22/09

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
6.02			5.01		
	6.02A	Nutrition Education Lesson Plans	5.01A	Nutrition Education Lesson Plans	12/1/03
	6.02B	Developing a Nutrition Education Plan for WIC Participants	5.01B	Developing a Nutrition Education Plan for WIC Clients	10/1/05
	6.02C	WIC Nutrition Education Materials Evaluation Form	5.01C	WIC Nutrition Education Materials Evaluation Form	12/1/03
6.03	Required Services for High Risk Participants		5.02	Required Services for Nutritional High Risk Clients	10/1/05
	6.03A	Sample Format for Local Agency	5.02A	Sample Format for Local Agency	3/29/99
	6.03B	Template for High Risk		Deleted	10/1/05
6.05	Documentation of Nutrition Services		5.03	Documentation of Nutrition Services	8/14/09
	6.05A	Nutrition Education Documentation Codes		Deleted	
	6.05B	WIC Nutrition Education Module Codes	5.03A	WIC Nutrition Education Module Codes	8/14/09
6.07	Nutrition and Breastfeeding Staffing		1.07	Local Agency Staffing	7/26/99
	6.07A	Nutrition Counselor	1.07		7/26/99
	6.07B	Nutrition Educator	1.07		7/26/99
	6.07C	Non-Nutrition Health Professional	1.07		7/26/99
	6.07D	Nutrition Education Assistant	1.07		7/26/99
		Local Agency Breastfeeding	1.07A	Local Agency Breastfeeding Coordinator	9/24/10

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
	6.07E	Coordinator			
	6.07F	Lactation Consultant/Educator	1.07B	Lactation Consultant/Educator	9/24/10
	6.07G	MSUE/WIC Breastfeeding Peer Counselor	1.07E	MSUE Breastfeeding Initiative Peer	9/24/10
	6.07H	MSUE Home Economist and Nutrition Instructor	1.07		7/26/99
6.08	Nutrition Ed Collaboration Between WIC and EFNEP/FNP		6.07	Nutrition Education Collaborations	12/16/02
	6.08A	Description of EFNEP & FNP	Deleted		12/16/02
	6.08B	Sample Written Cooperative Agreements Between WIC and MSU Extension	6.07A	Sample Written Cooperative Agreements Between WIC and MSU Extension	12/16/02
7.0	OUTREACH AND REFERRAL		6.0	SERVICE COORDINATION AND OUTREACH	
7.01	Outreach		6.01	Outreach	7/7/09
7.02	Referrals		6.02	Referrals	3/11/10
	7.02A	Referral Codes At a Glance		Deleted	
	7.02B	Referral Codes Definitions			
7.03	Confidentiality vs. Referrals		1.03	Confidentiality	6/18/10
7.04	Maternal Child Outreach and Coordination Policy		6.05	Maternal Child Outreach and Coordination	10/15/02

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
7.05	Blood Lead Screening		6.04	Lead Screening	6/1/09
			6.04A	Michigan Public Act 286 of 2006	6/1/09
8.0	COUPON MAINTENANCE				
8.01	WIC Coupon			Deleted	
	8.01A	WIC Coupon example		Deleted	
	8.01B	Recording Manual Coupons		Deleted	
8.02	Coupon Security			Deleted	
8.03	Coupon Inventory			Deleted	
	8.03A	Bulk/Daily Use Coupon Inventory Log Sample		Deleted	
	8.03B	Bulk/Daily Use Coupon Inventory Sample		Deleted	
8.04	Retention of Coupon Copies			Deleted	
	8.04A	Disposition of Coupon Copies On-Line Clinics		Deleted	
	8.04B	Disposition of Coupon Copies On-Line Clinics		Deleted	
8.08	MDCH Automated Coupon Issuance and Documentation			Deleted	
8.10	Batch Coupon Processing			Deleted	

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
	8.10A	Disposition of Coupons – Batch Processing		Deleted	
	8.10B	Manual Coupon Assignment Log		Deleted	
	8.10C	Coupon Assignment Log		Deleted	
8.11	On-Line Coupon Processing			Deleted	
	8.11A	Disposition of Coupons		Deleted	
	8.11B	On-Line Coupon Assignment Log		Deleted	
	8.11C	Coupon Assignment Log Deleted		Deleted	
8.12	Expired Coupons			Deleted	
8.13	Pre-Printed Coupon Issuance			Deleted	
8.14	Replacement of Coupons			Deleted	
	8.14A	Lost or Stolen Coupon Report		Deleted	
8.24	Returned Coupons – Code V-7			Deleted	
9.0	RECORDKEEPING AND REPORTING				
9.08	Appointment Notification and Show Rate Monitoring			Deleted	
	9.08A	Clinic Show Rate Monitoring Record		Deleted	
		Agency Show Rate Monitoring		Deleted	

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
	9.08B	Report			
			8.0	FOOD BENEFIT ISSUANCE	
			8.01	Benefit Issuance	01/06/10
			8.02	Benefit Proration	01/06/10
			8.03	Proxy Policy	6/1/09
			8.04	Replacement of Food Benefits	01/06/10
			8.05	Returned Formula	7/7/09
			8.05A	WIC Formula Reissuance Log	7/7/09
			8.06	Client Education on Using Food Benefits	10/01/09
			8.07	Manufacturers' and Stores' Sales Promotions	10/01/09
			8.08	Michigan WIC Bridge Card Security	10/30/09
			8.08A	Michigan WIC Bridge Card Issuance Log	10/30/09
			8.08B	Michigan WIC Bridge Card Daily Inventory Control Log	10/30/09
			8.09	Michigan WIC Bridge Card Issuance	10/30/09
			8.09A	Michigan WIC Bridge Card Issuance Log	10/30/09
			8.09B	Michigan WIC Bridge Card Cardholder Issuance Signature Form	10/30/09
10.0	PROGRAM COMPLIANCE		9.0	PROGRAM COMPLIANCE	
10.02	Participant Compliance		9.01	Client Compliance	9/24/10
	10.02A	Definitions	9.01A	Definitions	9/24/10
	10.02B	Types of Participant Violations	9.01B	Violation Types/ Sanctions	9/24/10

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
	10.02C	Instructions for Completing the Compliant Report	Deleted		
	10.02E	Instructions for Completing the Investigation Report	Deleted		
	10.02F	Participant Sanctions for Abuse or Fraud	Deleted		
	10.02G	Sample Participant Notice of Complaint	Deleted		
10.03	Employee Compliance		9.02	Employee Compliance	10/30/02
	10.03A	Types of Employee Violations	9.02A	Types of Employee Violations	10/30/02
	10.03B	Local Agency Log for Employee Complaints	9.02B	Local Agency Log for Employee Complaints	10/30/02
	10.03C	WIC Employee Agency Compliant Investigation Report	9.02C	WIC Employee Agency Complaint Investigation Report	10/30/02
	10.03D	Employee Sanctions for Abuse or Fraud	9.02D	Employee Sanctions for Abuse or Fraud	10/30/02
	10.03E	Sample Employee Notice of Complaint	9.02E	Sample Employee Notice of Complaint	10/30/02
10.04	Employee Conflict of Interest		9.03	Employee Conflict of Interest	03/01/11
	BREASTFEEDING				
11.01		Breastfeeding Promotion, Protection and Support	4.01	Breastfeeding Promotion, Protection and Support	2/1/10

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
11.02		Local Agency Breastfeeding Coordinator	1.07A	Local Agency Breastfeeding Coordinator	9/24/10
11.04		Breastfeeding Training	4.02	Breastfeeding Training	2/1/10
11.05		Clinic Environment	4.03	Clinic Environment	2/1/10
11.06		Breastfeeding Equipment, Inventory and Maintenance	4.04	Breastfeeding Equipment, Inventory and Maintenance	2/1/10
	11.06A	Single User Breast Pump and Attachment Kit Inventory Log	4.04A	Single User Breast Pump and Attachment Kit Inventory Log	2/1/10
	11.06B-1	Multi-User Breast Pump Inventory Log Electric	4.04B-1	Multi-User Breast Pump Inventory Log-Electric	2/1/10
	11.06B-2	Multi-User Breast Pump Inventory Log Pedal	4.04B-2	Multi-User Breast Pump Inventory Log-Pedal	2/1/10
	11.06C	Breast Pump and Attachment Kit Distribution Log	4.04C	Breast Pump and Attachment Kit Distribution Log	2/1/10
	11.06D	Loaner Breast Pump Return Receipt	4.04D	Loaner Breast Pump Return Receipt	2/1/10
	11.06E	Multiple-User Electric Breast Pump Repair Hollister	4.04E	Multiple-User Electric Breast Pump Repair-Hollister	2/1/10
	11.06F	Multiple-User Electric Breast Pump Repair Medela	4.04F	Multiple-User Electric Breast Pump Repair-Medela	2/1/10
11.07		Issuance of Multiple User Breast Pumps	4.05	Issuance of Multiple User Breast Pumps	2/1/10
	11.07A	Description of Pumps	4.05A	Description of Pumps	2/1/10
	11.07B	Multi-User Breast Pump Loan and Release Agreement	4.05B	Multi-User Breast Pump Loan and Release Agreement	2/1/10

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE		NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
11.08		Issuance of Personal Use Electric Breast Pumps	4.06	Issuance of Personal Use Electric Breast Pumps	2/1/10
	11.08A	Description of Personal Use Electric Breast Pumps	4.06A	Description of Personal Use Electric Breast Pumps	2/1/10
	11.08B	Single User Breast Pump Release Agreement	4.06B	Single-User Breast Pump Release Agreement	2/1/10
11.09		Issuance of Manual Breast Pumps	4.07	Issuance of Manual Breast Pumps	2/1/10
	11.09A	Description of Manual Breast Pumps (Single-User)	4.07A	Description of Personal Use Electric Breast Pumps	2/1/10
	11.09B	Single User Breast Pump Release Agreement	4.07B	Single-User Breast Pump Release Agreement	2/1/10
12.0	MISCELLANEOUS POLICIES				
	M-TRACX EBT Policies				
E-3.03	Transfers		3.04	Transfers	10/19/10
E3.14	Participant Information on Using WIC Benefits/MI Bridge Card		8.06	Client Education on Using Food Benefits	10/01/09
E-4.11	Proxy Policy		8.03	Proxy Policy	6/1/09
E8.01	EBT Card Issuance		8.08	Michigan WIC Bridge Card Security	10/30/09
E-8.03	WIC Bridge Card Inventory/Issuance		8.09	Michigan WIC Bridge Card Issuance	10/30/09
E-8.14	Replacement of WIC Benefits		8.04	Replacement of Food Benefits	01/06/10
	NE and Benefit Issuance (guidance)				1/28/08
	Pre-M-TRACX Policy Manual				
Chap. IV, pages 17-33	Equipment		10.01	Equipment Inventory	7/28/08
Chap. IV, pages 15a-e	Dual Participation		3.03	Dual Participation	2/23/10

CURRENT POLICY CHAPTER	CURRENT POLICY TITLE	NEW POLICY CHAPTER	MI-WIC POLICY TITLE	OLD/NEW POLICY EFFECTIVE DATE
		3.03A	WIC /CSFP Dual Participation Notice	2/23/10