

## WIC Policy Table of Contents Comparison

### MI-WIC Policy to Old Policy

This table represents a comparison of the new MI-WIC Policy Manual with the old policy manual. The new policies that have been approved by USDA and are now to be used by local agencies are **bolded**. The corresponding old policy manual policies that may now be discarded are represented by ~~strikethrough~~ text. The current policies in effect, then, are the bolded MI-WIC policies with an effective date and the current policies that do not contain a ~~strikethrough~~. There is a companion document that cross-references the old Policy Manual with the new Policy Manual.

New MI-WIC Policy Manual	Effective Date	Old Policy Manual
<b>Chapter 1: Administration</b>		<b>1.0 General Administration</b>
1.01 Use of Policy and Procedure Manual		<b>1.01 Use of Policy and Procedure Manual</b>
1.02 Overview of the WIC Program		<b>1.02 Overview of the WIC Program</b>
<b>1.03 Confidentiality</b>	<b>6/18/2010</b>	<del>1.07 Confidentiality</del> <del>7.03 Confidentiality vs. Referrals</del>
<b>1.04 Fair Hearing Procedures for Clients</b>	<b>9/24/2010</b>	<del>1.08 Fair Hearing Procedures for Participants</del>
<b>1.04A Rules of Local Agency Fair Hearing Procedures</b>	<b>9/24/2010</b>	<del>1.08A Rules of Local Agency Fair Hearing Procedures</del>
<b>1.04B Fair Hearing Procedure for Clients</b>	<b>9/24/2010</b>	<del>1.08B Fair Hearing Procedure for WIC Participant</del>
1.05 Management Evaluation		<b>1.09 Management Evaluation</b>
1.06 Records Retention and Destruction		<b>1.10 Records Retention and Destruction</b>
1.07 Local Agency Staffing		<b>1.11 Local Agency Staffing</b> <b>4.19 Certification Staffing</b> <b>6.07 Nutrition and Breastfeeding Staffing</b> <b>11.02 Local Agency Breastfeeding</b>
<b>1.07A Local Agency Breastfeeding Coordinator</b>	<b>9/24/2010</b>	<del>6.07E Local WIC Agency Breastfeeding Coordinator</del>
<b>1.07B Lactation Consultant/ Educator</b>	<b>9/24/2010</b>	<del>6.07F Lactation Consultant/ Educator</del>
<b>1.07C WIC Peer Counselor Supervisor/ Coordinator</b>	<b>9/24/2010</b>	
<b>1.07D WIC Peer Counselor</b>	<b>9/24/2010</b>	
<b>1.07E MSUE Breastfeeding Initiative Peer</b>	<b>9/24/2010</b>	<del>6.07G MSUE/WIC Breastfeeding Peer Counselor</del>
<ul style="list-style-type: none"> <li>• Nutrition Counselor</li> </ul>		<b>6.07A Nutrition Counselor</b>
<ul style="list-style-type: none"> <li>• Nutrition Educator</li> </ul>		<b>6.07B Nutrition Educator</b>
<ul style="list-style-type: none"> <li>• Non-Nutrition Health Professional</li> </ul>		<b>6.07C Non-Nutrition Health Professional</b>
<ul style="list-style-type: none"> <li>• Nutrition Education Assistant</li> </ul>		<b>6.07D Nutrition Education Assistant</b>
<ul style="list-style-type: none"> <li>• MSU Extension Home Economist and Nutrition Instructor</li> </ul>		<b>6.07H MSU Extension Home Economist and Nutrition Instructor</b>

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

<b>New MI-WIC Policy Manual</b>	<b>Effective Date</b>	<b>Old Policy Manual</b>
<b>1.08 Administrative Appeal of State Agency Decisions</b>	<b>7/7/2009</b>	<del>1.13 Administrative Appeal of State Agency Decisions</del>
<b>1.09 Civil Rights</b>	<b>6/1/2009</b>	<del>1.22 Civil Rights</del>
<b>1.09A Discrimination Complaint</b>	<b>6/1/2009</b>	<del>1.22A Discrimination Complaint Form</del>
<b>1.10 Voter Registration</b>	<b>6/1/2009</b>	<del>1.23 Voter Registration</del>
<b>1.10A Voter Registration Form</b>	<b>6/1/2009</b>	<del>1.23A Voter Registration Form</del>
<b>2.0 Eligibility/Certification</b>		<b>2.0 Eligibility</b>
<b>2.01 Eligibility/Certification of Clients</b>	<b>7/7/2009</b>	<del>2.01 Eligibility of Participants 4.01 Certification of Participant</del>
<b>2.02 Residency</b>	<b>6/1/2009</b>	<del>2.02 Residency</del>
<b>2.03 Identity</b>	<b>7/7/2009</b>	<del>2.08 Identity</del>
<b>2.04 Income Determination</b>	<b>4/2/2010</b>	<del>2.03 Income Eligibility Requirements</del>
<b>2.04A Military Pay</b>	<b>4/2/2010</b>	
<b>2.05 Income Guidelines</b>	<b>6/1/2009</b>	<del>2.03 Income Eligibility Requirements</del>
<b>2.06 Adjunct Income Eligibility</b>	<b>7/7/2009</b>	<del>2.03 Income Eligibility Requirements</del>
<b>2.07 Declaration of No Income</b>	<b>7/7/2009</b>	<del>2.10 Declaration of No Income</del>
<b>2.08 Family Size</b>	<b>6/1/2009</b>	<del>2.03 Income Eligibility Requirements</del>
<b>2.09 Physical Presence</b>	<b>6/1/2009</b>	N/A
<b>2.10 Proof of Pregnancy</b>	<b>6/1/2009</b>	N/A
<b>2.11 Foster Child Services</b>	<b>6/1/2009</b>	<del>2.03 Income Eligibility Requirements</del>
<b>2.12 Migrant Family Services</b>	<b>6/1/2009</b>	<del>2.03 Income Eligibility Requirements</del>
<b>2.13 Nutritional Risk Criteria</b>		<b>2.04 Medical and Nutritional Risk Criteria for WIC Eligibility</b>
<b>2.13A Michigan Risks</b>	<b>9/24/2010</b>	<del>2.04A Medical and Nutritional Risk Codes</del>
• State-Designated Nutritional High Risk Conditions by WIC Status		<b>2.04B State-Designated Nutritional High Risk Conditions by WIC Status</b>
<b>2.14 Risk Determination</b>		<b>4.02 Dietary Risk Determination</b>
• <b>Pregnant Woman Health and Diet Questions</b>	<b>8/10/2010</b>	<del>4.02A WIC Woman Dietary Questionnaire 4.02E WIC Pregnant Woman Health History</del>
• <b>Postpartum Woman Health and Diet Questions</b>	<b>8/10/2010</b>	<del>4.02A WIC Woman Dietary Questionnaire 4.02F WIC Postpartum Woman Health History</del>

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

<b>New MI-WIC Policy Manual</b>	<b>Effective Date</b>	<b>Old Policy Manual</b>
• Postpartum Woman Health and Diet Questions-A	8/10/2010	
• Infant Health and Diet Questions	8/10/2010	4.02C <del>WIC Woman Dietary Questionnaire</del>
• Infant Mid-Certification Health and Diet Questions	8/10/2010	
• Child Health and Diet Questions	8/10/2010	4.02B <del>WIC Child Dietary Questionnaire</del> 4.02D <del>Child Health History</del>
2.15 Anthropometric Risk Determination	10/13/2009	4.03 <del>Anthropometric Risk Determination</del>
2.16 Hematological Risk Determination	1/19/2010	4.04 <del>Hematological Risk Determination</del>
2.17 Certification Periods	6/1/2009	4.06 <del>Certification Periods</del>
2.18 Notification of Client Rights and Responsibilities	6/1/2009	4.07 <del>Notification of Participant Rights and Responsibilities</del>
2.18A Michigan WIC Client Agreement	6/1/2009	2.03B <del>WIC Income Calculation Form/WIC Rules</del>
2.19 Verification of Certification	6/1/2009	4.10 <del>ID -VOC Folders</del>
2.20 Notice of Ineligibility, Mid-Certification Termination and Expiration of Certification	7/1/2010	4.08 <del>Notice of Ineligibility, Mid-Certification Termination and Expiration of Certification</del>
2.21 Mid-certification Income Assessment	6/1/2009	2.03 <del>Income Eligibility Requirements</del>
<b>3.0 Program Maintenance</b>		<del>3.0 Program Administration/ Participant Maintenance</del>
3.01 Processing Timeframes and Appointment Scheduling	10/19/2010	3.04 <del>Appointment Scheduling and Follow up</del> 4.05 <del>Processing Standards for Applicants</del>
3.02 Waiting List Maintenance	9/24/2010	3.06 <del>Waiting List Maintenance</del>
3.02A Federal Ranking	3/16/2010	3.06A <del>USDA Priority Ranking of MI WIC Risk Eligibility Criteria</del>
3.03 Dual Participation	2/23/2010	Chapter IV <del>Dual Participation, pages 15a-c</del>
3.03A WIC-CSFP Dual Participation Notice	2/23/2010	
3.04 Transfers	10/19/2010	3.03 and E3.03 <del>Transfers</del>

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

<b>New MI-WIC Policy Manual</b>	<b>Effective Date</b>	<b>Old Policy Manual</b>
<b>4.0 Breastfeeding</b>		<b>11.0 Breastfeeding</b>
<b>4.01 Breastfeeding Promotion, Protection and Support</b>	<b>2/1/2010</b>	<del>11.01 Breastfeeding Promotion, Protection and Support</del>
		<del>11.01A Sample Breastfeeding Promotion Policy</del>
		<b>11.02 Local Agency Breastfeeding Coordinator</b>
		<del>11.02A Local WIC Agency Breastfeeding Coordinator</del>
<b>4.02 Breastfeeding Training</b>	<b>2/1/2010</b>	<del>11.04 Breastfeeding Training</del>
<b>4.03 Clinic Environment</b>	<b>2/1/2010</b>	<del>11.05 Clinic Environment</del>
<b>4.04 Breastfeeding Equipment, Inventory and Maintenance</b>	<b>2/1/2010</b>	<del>11.06 Breastfeeding Equipment, Inventory and Maintenance</del>
		<del>11.06A Single User Breast Pump and Attachment Kit Inventory Log</del>
		<del>11.06B1, B2 Multi-User Breast Pump Inventory Log Elite, Pedal</del>
		<del>11.06C Breast Pump and Attachment Kit Distribution Log</del>
<b>4.04A Loaner Breast Pump Return Receipt</b>	<b>2/1/2010</b>	<del>11.06D Loaner Breast Pump Return Receipt</del>
<b>4.04B Multiple User Electric Breast Pump repair Procedure for Evenflo/Ameda Elite Pumps</b>	<b>2/1/2010</b>	<del>11.06E Multiple User Electric Breast Pump Repair Procedure for Hollister/Ameda Egnell Elite Pumps</del>
<b>4.04C Multiple User Electric Breast Pump repair Procedure for Medela Lactina Pumps</b>	<b>2/1/2010</b>	<del>11.06F Multiple User Electric Breast Pump Repair Procedure for Medela Lactina Pumps</del>
<b>4.05 Issuance of Multiple User Breast Pumps</b>	<b>2/1/2010</b>	<del>11.07 Issuance of Multiple User Breast Pumps</del>
<b>4.05A Description of Multi-User Breast Pumps</b>	<b>2/1/2010</b>	<del>11.07A Description of Multi-User Breast Pumps</del>
<b>4.05B Multi-Use Breast Pump Loan and Release Agreement</b>	<b>2/1/2010</b>	<del>11.07B Multi-Use Breast Pump Loan and Release Agreement</del>
<b>4.06 Issuance of Personal Use Electric Breast Pumps</b>	<b>2/1/2010</b>	<del>11.08 Issuance of Personal Use Electric Breast Pumps</del>
<b>4.06A Description of Personal Use Electric Breast Pumps</b>	<b>2/1/2010</b>	<del>11.08A Description of Personal Use Electric Breast Pumps</del>

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

<b>New MI-WIC Policy Manual</b>	<b>Effective Date</b>	<b>Old Policy Manual</b>
<b>4.06B Single-User Breast Pump Release Agreement</b>	<b>2/1/2010</b>	<del>11.08B Personal Use Breast Pump Release Agreement</del>
<b>4.07 Issuance of Manual Breast Pumps</b>	<b>2/1/2010</b>	<del>11.09 Issuance of Manual Breast Pumps</del>
<b>4.07A Description of Manual Breast Pumps (Single-user)</b>	<b>2/1/2010</b>	<del>11.09A Description of Manual Breast Pumps (Single-user)</del>
		<del>11.06B Personal Use Breast Pump Release Agreement</del>
<b>4.08 Lost/Stolen Breastfeeding Equipment</b>	<b>2/1/2010</b>	N/A
<b>4.08A Sample Local Agency Breast Pump Retrieval Letter</b>	<b>2/1/2010</b>	
<b>5.0 Nutrition Services</b>		<b>6.0 Nutrition Services</b>
<b>5.01 Content of Nutrition Education</b>	<b>6/22/2009</b>	<del>6.02 Content of Nutrition Education</del>
<ul style="list-style-type: none"> <li>• Nutrition Education Lesson Plans</li> </ul>		<b>6.02A Nutrition Education Lesson Plans</b>
<ul style="list-style-type: none"> <li>• Developing a Nutrition Education Plan for WIC Clients</li> </ul>		<b>6.02B Developing a Nutrition Education Plan for WIC Participants</b>
<ul style="list-style-type: none"> <li>• WIC Nutrition Education Materials Evaluation Form</li> </ul>		<b>6.02C WIC Nutrition Education Materials Evaluation Form</b>
<ul style="list-style-type: none"> <li>• Nutrition Education Plan</li> </ul>		

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

<b>New MI-WIC Policy Manual</b>	<b>Effective Date</b>	<b>Old Policy Manual</b>
5.02 Required Services for Nutritional High Risk Clients		<b>6.03 Required Services for Nutritional High Risk Participants</b>
<ul style="list-style-type: none"> <li>• Sample Format for Local Agency's Nutritional High Risk Procedures</li> </ul>		<b>6.03A Sample Format for Local Agency's Nutritional High Risk Procedures</b>
<b>5.03 Documentation of Nutrition Services</b>	<b>8/14/2009</b>	<del>6.05 Documentation of Nutrition Services</del>
<b>5.03A WIC Nutrition Education Modules</b>	<b>8/14/2009</b>	<del>6.05B WIC Nutrition Education Module Codes</del>
<b>6.0 Service Coordination and Outreach</b>		<b>7.0 Outreach and Referral</b>
<b>6.01 Outreach</b>	<b>7/7/2009</b>	<del>7.01 Outreach</del>
<b>6.02 Referrals</b>	<b>3/11/2010</b>	<del>7.02 Referrals 7.03 Confidentiality vs. Referrals</del>
		<del>7.02B Referral Code Definitions</del>
<b>6.03 Immunization</b>	<b>6/1/2009</b>	<del>4.12 Immunization</del>
<b>6.03A MI Childhood Immunization Registry Law</b>	<b>6/1/2009</b>	<del>4.12B MI Childhood Immunization Registry Law</del>
<b>6.04 Lead Screening</b>	<b>6/1/2009</b>	<del>7.05 Blood Lead Screening</del>
<b>6.04A Michigan Public Act 286 of 2006</b>	<b>6/1/2009</b>	<del>7.05A Michigan Public Act 286 of 2006</del>
6.05 Maternal Child Outreach and Coordination		<b>7.04 Maternal Child Outreach and Coordination</b>
<b>6.06 Reporting of Suspected Child Abuse</b>	<b>6/1/2009</b>	<del>1.16 Reporting of Suspected Child Abuse</del>
<b>6.06A Excerpts from the Child Protection Law</b>		<del>1.16A Excerpts from the Child Protection Law</del>

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

<b>New MI-WIC Policy Manual</b>	<b>Effective Date</b>	<b>Old Policy Manual</b>
6.07 Nutrition Education Collaborations		<b>6.08 Nutrition Education Collaboration Between WIC and EFNEP/FNP</b>
<ul style="list-style-type: none"> <li>• Sample Written Cooperative Agreements Between WIC and MSU Extension</li> </ul>		<b>6.08B Sample Written Cooperative Agreements Between WIC and MSU Extension</b>
<b>7.0 Food Package</b>		<del>5.0 Food Package</del>
<b>7.01 Food Package Determination</b>	<b>8/1/2009</b>	<del>5.01 Food Package Determination and Documentation</del>
<b>7.02 Authorized WIC Foods</b>	<b>9/1/2010</b>	<del>5.02 Authorized WIC Foods</del>
<del>Deleted</del>		<del>5.02A WIC Food Authorization Process</del>
<b>7.03 Food Package for Qualifying Conditions</b>	<b>2/19/2010</b>	<del>5.03 WIC Approval Special Dietary Formulas</del>
<b>7.03A Instructions for Michigan WIC Medical Documentation</b>	<b>8/1/2009</b>	<del>5.03A WIC ASD Formulas Alternate Screening Form</del>
<b>7.03B Medical Documentation for WIC Formula and Authorized WIC Foods Infants and Children (through 4 years of age)</b>	<b>9/23/2009</b>	<del>5.03B Formula Screening and Approval Process</del>
<b>7.03C Medical Documentation for WIC Formula and Authorized WIC Foods Pregnant, Breastfeeding and Non-lactating Postpartum Women</b>	<b>8/1/2009</b>	<del>5.03B Formula Screening and Approval Process</del>
<b>7.03D Coordination of Dietary Formula Authorization Among Children's Special Health Care Services, Medicaid and WIC Program</b>	<b>8/1/2009</b>	<del>5.03C Coordination/Dietary Authorizations Among Children's Special Health Care Services</del>
<b>7.03E Approval Process and Assurances for Local Agencies with MDCH WIC Division Authorization</b>	<b>8/1/2009</b>	<del>5.03E Approval Process and Assurances for Local Agency with MDCH WIC Division Authorization to Approve Class III Formula</del>

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

<b>New MI-WIC Policy Manual</b>	<b>Effective Date</b>	<b>Old Policy Manual</b>
<b>7.03F Evaluating Appropriate Use of WIC Formulas</b>	<b>8/1/2009</b>	<del>5.03F Evaluating Appropriate Use-</del>
<b>7.04 Maximum Food Package</b>	<b>8/1/2009</b>	<del>5.04 Standard Food Package</del>
		<del>5.04A Estimating the Amount of Time an Infant is Breastfed and A Woman is Breastfeeding</del>
<b>7.05 Customized Food Package</b>	<b>8/1/2009</b>	<del>5.05 Food Package Tailoring</del>
		<del>5.05A Food Package for Infants</del>
		<del>5.05B Food Package for Children and Women with Special Dietary Needs</del>
		<del>5.05C Food Packages for Children 1 to 4 Years</del>
		<del>5.05D Food Packages for Women</del>
<b>Deleted - WIC Closet Formula</b>		<del>5.08 WIC Closet Formula</del>
<b>8.0 Food Benefit Issuance/EBT Card Security</b>		<del>8.0 Coupon Maintenance</del>
<b>8.01 Benefit Issuance</b>	<b>1/6/2010</b>	
<b>8.02 Benefit Proration</b>	<b>1/6/2010</b>	<del>5.07 Food Package Proration</del>
<b>8.03 Proxy Policy</b>	<b>6/1/2009</b>	<del>4.11 Proxy Policy</del>
<b>8.04 Replacement of Food Benefits</b>	<b>1/6/2010</b>	<del>8.14 and E8.14 Replacement of Coupons/Benefits 3.16 Formula Exchange</del>
<b>8.05 Returned Formula</b>	<b>7/7/2009</b>	<del>3.16 Formula Exchange</del>
<b>8.05A Returned Formula Log</b>	<b>7/7/2009</b>	<del>3.16A WIC Formula Acceptance and Reissuance/Donation Log</del>
<b>8.06 Client Education on Using Food Benefits</b>	<b>10/1/2009</b>	<del>3.14 and E3.14 Participant Education on Using Coupons/MI Bridge Card</del>
<b>8.07 Manufacturers' and Stores' Sales Promotions</b>	<b>10/1/2009</b>	<del>3.15 Manufacturers' and Stores' Sales Promotions</del>
<b>8.08 Michigan WIC Bridge Card Security</b>	<b>10/30/2009</b>	<del>E8.03 Michigan WIC Bridge Card Inventory/Issuance</del>
<b>8.08A Michigan WIC Bridge Card Issuance Log</b>	<b>10/30/2009</b>	

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

<b>New MI-WIC Policy Manual</b>	<b>Effective Date</b>	<b>Old Policy Manual</b>
<b>8.08B Michigan WIC Bridge Card Daily Inventory Control Log</b>	<b>11/9/2011</b>	
<b>8.09 Michigan WIC Bridge Card Issuance</b>	<b>10/30/2009</b>	<del>E8.01 Michigan WIC Bridge Card Issuance</del>
<b>8.09A Michigan WIC Bridge Card Issuance Log</b>	<b>10/30/2009</b>	
<b>8.09B Michigan WIC Bridge Card Cardholder Issuance Signature Form</b>	<b>11/9/2011</b>	
		<del>NE and Benefit Issuance</del>
<b>9.0 Program Compliance</b>		<b>10.0 Program Compliance</b>
<b>9.01 Client Compliance</b>	<b>9/24/2010</b>	<del>10.02 Participant Compliance</del>
<b>9.01A Definitions</b>	<b>9/24/2010</b>	<del>10.02A Definitions</del>
<b>9.01B Violation Types/Sanctions</b>	<b>9/24/2010</b>	<del>10.02B Types of Participant Violations</del>
		<del>10.02C Instructions for Completing the Sample Complaint Form</del>
		<del>10.02 D Local Agency Log for Client Complaints</del>
		<del>10.02E Instructions for Completing the Investigation Report</del>
		<del>10.02F Participant Sanctions for Abuse or Fraud</del>
		<del>10.02G Sample Participant Notice of Complaint</del>
<b>9.02 Employee Compliance</b>		<b>10.03 Employee Compliance</b>
<ul style="list-style-type: none"> <li>• Types of Employee Violations</li> </ul>		<b>10.03A Types of Employee Violations</b>
<ul style="list-style-type: none"> <li>• Local Agency Log for Employee Complaints</li> </ul>		<b>10.03B Local Agency Log for Employee Complaints</b>
<ul style="list-style-type: none"> <li>• WIC Employee/Agency Complaint Investigation Report</li> </ul>		<b>10.03C WIC Employee/Agency Complaint Investigation Report</b>
<ul style="list-style-type: none"> <li>• Employee Sanctions for Abuse or Fraud</li> </ul>		<b>10.03D Employee Sanctions for Abuse or Fraud</b>
<ul style="list-style-type: none"> <li>• Sample Employee Notice of Complaint</li> </ul>		<b>10.03E Sample Employee Notice of Complaint</b>
<b>9.03 Employee Conflict of Interest</b>	<b>3/1/2011</b>	<del>10.04 Employee Conflict of Interest</del>

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

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<b>10.0 EQUIPMENT MANAGEMENT</b>		N/A
<b>10.01 Equipment Inventory</b>	<b>7/28/2008</b>	Chapter IV, pages 17-33 1.07 Confidentiality
<b>10.01A Sample Inventory Form</b>	<b>7/28/2008</b>	N/A
<b>10.02 Equipment Maintenance and Replacement</b>	<b>7/28/2008</b>	N/A
<b>10.03 System Security</b>	<b>7/28/2008</b>	N/A
<b>10.04 Accessing the MI-WIC System Using Single Sign On</b>	<b>7/28/2008</b>	N/A
<b>10.04A MI-WIC User Security and Confidentiality Agreement</b>	<b>7/28/2009</b>	N/A