

MI-WIC Policy Index

The following Index reflects the current MI-WIC Policy Manual and includes the effective date of each policy. If the implementation date is different from the effective date, the implementation date is also listed.

MI-WIC Chapter 1: Administration

	Effective Date	Implementation Date
1.01 Use of Policy and Procedure Manual	4/15/2015	
1.02 Overview of the WIC Program	4/15/2015	
1.03 Confidentiality	4/15/2011	
1.04 Fair Hearing	5/31/2018	
1.04A Michigan Fair Hearing Procedure For WIC Clients	5/31/2018	
1.04B Request of Fair Hearing/Informal Meeting - Flow Chart	5/31/2018	
1.04C Fair Hearing - Flow Chart	5/31/2018	
1.05 Management Evaluation	8/10/2012	
1.06 Record Retention and Destruction	2/25/2014	
1.07 Local Agency Staffing and Training	5/31/2018	10/1/2018
1.07A WIC Coordinator	5/31/2018	10/1/2018
1.07B Nutrition Education Coordinator	5/31/2018	10/1/2018
1.07C Registered Dietitian Nutritionist	5/31/2018	10/1/2018
1.07D Competent Professional Authority	5/31/2018	10/1/2018
1.07E Health Educator	5/31/2018	10/1/2018
1.07F Breastfeeding Coordinator	5/31/2018	10/1/2018
1.07G Lactation Consultant	5/31/2018	10/1/2018
1.07H Breastfeeding Peer Counselor Manager/Coordinator	5/31/2018	10/1/2018
1.07I Breastfeeding Peer Counselor	5/31/2018	10/1/2018
1.07J Senior Breastfeeding Peer Counselor	5/31/2018	10/1/2018
1.07K Nutrition Services Support Staff	5/31/2018	10/1/2018
1.07L Staff Training Plan	5/31/2018	10/1/2018
1.08 Administrative Appeal of State Agency Decisions	7/7/2009	
1.09 Civil Rights	9/9/2016	
1.09A USDA Program Discrimination Complaint Form	9/10/2013	
1.10 Voter Registration	9/10/2013	
1.10A Voter Registration Form	6/1/2009	
1.10B Voter Registration Poster (DCH-1131)		
1.10C Affidavit of Voter not in Possession of Picture Identification Form	9/10/2013	
1.11 Annual Quality Services Review	9/10/2013	
1.12 Public Health Disaster/Emergency Planning and Coordination	11/19/2015	

2.0 Eligibility/Certification

	Effective Date	Implementation Date
2.01 Eligibility/Certification of Clients	7/7/2009	
2.02 Residency	2/15/2018	
2.03 Identity	2/15/2018	
2.04 Income Determination	2/15/2018	
2.04A Military Pay	4/2/2010	
2.05 Income Guidelines	7/1/2016	
2.06 Adjunct Income Eligibility	2/15/2018	
2.07 Declaration of No Income	7/7/2009	
2.08 Family Size	6/1/2009	

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2.09 Physical Presence	6/1/2009	
2.10 Proof of Pregnancy	4/12/2013	
2.11 Foster Child Services	6/1/2009	
2.12 Migrant Family Eligibility	2/15/2018	
2.13 Nutritional Risk Criteria	5/31/2018	
2.13A Michigan Risks	2/11/2019	
2.13B State-Designated Nutritional High Risk Conditions by WIC	2/11/2019	
2.14 Risk Determination		
- Pregnant Woman Health and Diet Questions	8/10/2010	
- Postpartum Woman Health and Diet Questions	8/10/2010	
- Postpartum Woman Health and Diet Questions-A	8/10/2010	
- Infant Health and Diet Questions	8/10/2010	
- Infant Mid-Certification Health and Diet Questions	8/10/2010	
- Child Health and Diet Questions	8/10/2010	
2.15 Anthropometric Risk Determination	5/15/2013	
- Anthropometric Manual	4/28/2014	
2.16 Hematological Risk Determination	4/12/2013	
- Laboratory Manual	11/21/2013	
2.17 Certification Periods	4/12/2013	
2.18 Notification of Client Rights and Responsibilities	6/1/2009	
2.18A Michigan WIC Client Agreement	12/7/2015	
2.19 Verification of Certification	11/2/2016	
2.20 Notice of Ineligibility, Mid-Certification Termination and Expiration of Certification	7/1/2010	
2.21 Mid-certification Income Assessment	6/1/2009	
2.22 Homeless Facilities, Shelters, and Institutions	11/2/2016	2/1/2017
2.22A Homeless Facility, Shelter or Institution Agreement	11/2/2016	2/1/2017
2.23 Authorized Person	12/1/2016	
3.0 Program Maintenance		
	Effective Date	Implementation Date
3.01 Processing Timeframes and Appointment Scheduling	11/2/2016	
3.02 Waiting List Maintenance	11/2/2016	
3.02A Federal Ranking	3/16/2010	
3.03 Dual Participation	2/23/2010	
3.03A WIC-CSFP Dual Participation Notice	2/23/2010	
3.04 Transfers	11/2/2016	
4.0 Breastfeeding		
	Effective Date	Implementation Date
4.01 Breastfeeding Promotion, Protection and Support	2/1/2010	
4.02 Breastfeeding Training	2/1/2010	
4.03 Clinic Environment	2/1/2010	
4.04 Breastfeeding Equipment, Inventory and Maintenance	2/1/2010	
4.04A Loaner Breast Pump Return Receipt	2/1/2010	
4.04B Multiple User Electric Breast Pump repair Procedure for Evenflo/Ameda Elite Pumps	2/1/2010	
4.04C Multiple User Electric Breast Pump repair Procedure for Medela Lactina Pumps	2/1/2010	

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4.05 Issuance of Multiple User Breast Pumps	2/1/2010	
4.05A Description of Multi-User Breast Pumps	2/1/2010	
4.05B Multi-Use Breast Pump Loan and Release Agreement	2/1/2010	
4.06 Issuance of Personal Use Electric Breast Pumps	2/1/2010	
4.06A Description of Personal Use Electric Breast Pumps	2/1/2010	
4.06B Single-User Breast Pump Release Agreement	2/1/2010	
4.07 Issuance of Manual Breast Pumps	2/1/2010	
4.07A Description of Manual Breast Pumps (Single-user)	2/1/2010	
4.08 Lost/Stolen Breastfeeding Equipment	2/1/2010	
4.08A Sample Local Agency Breast Pump Retrieval Letter	2/1/2010	
4.09 Specialty Feeding equipment	1/5/2018	
4.09A Silicone Nipple Shields	1/5/2018	
4.09B Supplemental Nursing System	1/5/2018	
4.09C Finger Feeding with Supplemental/Transitional Nursing System	1/5/2018	
4.09D Feeding Cup	1/5/2018	
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5.01A Nutrition Definitions	2/11/2019	6/10/2019
5.01B Nutrition Education Materials Evaluation Form	2/11/2019	6/10/2019
5.01C WIC Nutrition Education Materials Reading Level Evaluation	2/11/2019	6/10/2019
5.01D Nutrition Education Lesson Plan	2/11/2019	6/10/2019
5.01E Sample Nutrition Education Lesson Plans	2/11/2019	6/10/2019
5.02 Nutrition Education Contacts	2/11/2019	6/10/2019
5.03 Nutrition Education at Certification/Recertification Appointments	2/11/2019	6/10/2019
5.04 Nutrition Education at Infant/Child Evaluation Appointments	2/11/2019	6/10/2019
5.05 Nutrition Education Documentation	2/11/2019	6/10/2019
5.05 A Nutrition Education Documentation Grid		
5.06 Required Services for High Risk Clients	2/11/2019	6/10/2019
6.0 Service Coordination and Outreach		
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6.02 Referrals	4/12/2013	
6.03 Immunization	11/19/2015	
6.04 Lead Services	5/31/2018	
6.04A Michigan Public Act 286 of 2006	6/1/2009	
6.05 Maternal Child Outreach and Coordination	8/10/2012	
6.06 Reporting of Suspected Child Abuse	6/1/2009	
6.06A Excerpts from the Child Protection Law	7/7/2009	
7.0 Food Package		
7.01 Food Package Determination	7/11/2016	
7.02 Authorized WIC Foods	12/17/2018	

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7.03 Food Package for Qualifying Conditions	9/17/2018	
• Instructions for Michigan WIC Special Formula/Food Request Form	12/1/2016	
• Form DCH-1326 Michigan WIC Special Formula/Food Request Form	9/17/2018	
• Coordination of Dietary Formula Authorization Among Children's Special Health Care Services, Medicaid and WIC Program	8/1/2009	
• Evaluating Appropriate Use of WIC Formulas	8/1/2012	
7.04 Maximum Food Package	7/11/2016	
7.05 Customized Food Package	7/11/2016	
8.0 Food Benefit Issuance/EBT Card Security		
	Effective Date	Implementation Date
8.01 Benefit Issuance	5/19/2016	
8.02 Benefit Proration	1/6/2010	
8.03 Proxy Policy	6/1/2009	
8.04 Replacement of Food Benefits	1/6/2010	
8.05 Returned Formula and Re-Issuance of Benefits	2/6/2019	2/14/2019
8.05 A Acceptance and Destruction of Returned Formula Log	2/6/2019	2/14/2019
8.06 Client Education on Using Food Benefits	10/1/2009	
8.07 Manufacturers' and Stores' Sales Promotions	10/1/2009	
8.08 Michigan WIC Bridge Card Security	10/30/2009	
8.08A Michigan WIC Bridge Card Issuance Log	10/30/2009	
8.08B Michigan WIC Bridge Card Daily Inventory Control Log	11/1/2009	
8.09 Michigan WIC Bridge Card Issuance	10/30/2009	
8.09A Michigan WIC Bridge Card Issuance Log	10/30/2009	
8.09B Michigan WIC Bridge Card Cardholder Issuance Signature	11/1/2009	
9.0 Program Compliance		
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9.01A Definitions	12/7/2015	
9.01B Violation Types/Sanctions	12/7/2015	
Client Restitution Settlement Agreement Form	12/7/2015	
9.02 Employee Compliance	9/15/2011	
• Michigan WIC Employee Signature Form	9/15/2011	
• Employee Violation Types/Sanctions	12/14/2012	
• Employee/Agency Complaint Log	9/15/2011	
• Employee Compliance Complaint Report Form	9/15/2011	
• Employee Compliance Complaint Investigation Report	9/15/2011	
• Sample Employee Notice of Complaint	9/15/2011	
9.03 Employee Conflict of Interest	5/18/2017	
9.03A WIC Single Certifier Audit Tool	5/18/2017	
9.03B WIC Single Certifier Audit Tool Instructions	5/18/2017	
9.03C WIC Single Certifier Audit Evaluation Tool	5/18/2017	
10.0 System Management		

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10.02 System Equipment Maintenance and Replacement	11/6/2014	
10.02A MI-WIC Workstation Configuration Procedures	11/6/2014	
10.03 System Security and MI-WIC Access	11/6/2014	
10.03A Creating a State of Michigan Single Sign On and Subscribing to MI-WIC	11/6/2014	
11.0 Fiscal Policies		
11.01 Program Costs	5/16/2019	
11.02 Incentive Items	5/16/2019	
12.0 Breastfeeding Peer Policies		
12.01 Peer Counseling Orientation	7/22/2019	
12.02 After-Hours Availability	7/22/2019	10/1/2019