**2025 ME Changes**

(In orange is new added for 2025. Trying to keep formatting the same as last year.)

**Administration**

***Local Agency Policy***

***9.1a***

*Removed:*

*a. The local agency shall develop a disaster plan that will include:*

*i. A copy of the parent agency’s disaster preparedness plan, if applicable.*

*ii. Local governmental/community agency emergency contact information.*

*iii. State and local WIC staff contact information.*

*iv. A plan for notifying clients of service disruption, relocation and availability of WIC services.*

*Added:*

*a) Local agency Emergency/Disaster Planning and Coordination Plan (Policy 1.12, 8/2024) that includes:*

1. *A copy of the health department or organization’s emergency/ disaster preparedness plan.*
2. *Local government/community agency emergency/disaster contact information.*
3. *Name and contact information for the local WIC agency person(s) designated to serve as the emergency/disaster coordinator with State WIC.*
4. *State and local WIC agency and staff contact information.*
5. *A communications plan for keeping the State WIC agency and WIC clients informed, including notification related to service disruption, relocation, and availability of WIC services.*

*Voter Registration*

New-Is the current voter registration form NSP-938-B (Rev 8/24) being provided to clients?

***Transfers***

**5.2b** Removed-All transfer applicants are scheduled as soon as possible, so as not to interrupt program benefits, or within 20 days. (Policy 3.04) Review Transfer Report

New-Transfer applicants are scheduled within 20 days or as soon as possible to not interrupt program benefits. Review Transfer Report

5.2b Removed-For clients who transfer to another WIC Program or WIC Overseas and request certification information, is a VOC provided to new WIC Program without a written release (if bona fide WIC site)? (Policy 3.04) If not, provide consultation.

New-Is a VOC provided to new WIC Program/WIC Overseas for clients who transfer and request cert information without a written release?

**Certification Observation**

*Additional Info Screen*

Old-5.4d Are clients who are already registered to vote required to sign a declination form at each cert? (Policy 1.10)

New*-*5.4d Are clients who decline to register to vote documented in MI-WIC and declination form retained? (Policy 1.10) Declination form not needed if already registered.

*Lab*

*-*Old -Is a retest performed if the first sample is less than 8 µg/dL?

-New- Is a retest performed if the first sample is less than 8 g/dL?

*Food Prescription*

*7.2b Removed reference to Policy 7.05 -No longer exists.*

*Food Guide -Added (Policy 8.06)*

**Nutrition and Breastfeeding Education**

Changed ‘MIWIC Policy’ to ‘Policy’

*Education Mall Benefits Tab*

Old-Does the agency offer a variety of NE options for clients with no internet or low literacy? Check if offered:

New-

Table

Description automatically generated

Rearranged tabs so the Ed Mall Benefits & Interim NE are together.

**Outreach**

*Nondiscrimination Statement:*

Corrected the format, added and updated the online link to the complaint form AD-3027:

Old-In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: How to File a Program Complaint, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

New-In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [https://www.usda.gov/sites/default/files/documents/ad-3027.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.usda.gov%2Fsites%2Fdefault%2Ffiles%2Fdocuments%2Fad-3027.pdf&data=05%7C02%7CEricksonN%40michigan.gov%7Cff5cc9beae664e3ff61308dd2e782022%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C638717815637750047%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=f1M8SOV2OE51d5lwznBqM6xu2ke4v9gIIOUjtAhfbeU%3D&reserved=0), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Added link to USDA NDS: “Nondiscrimination Statement: https://www.fns.usda.gov/cr/fns-nondiscrimination-statement”

***Client Interviews***

(Instructions)

Removed-Three clients (recerts, evals, or EDU appts) must be interviewed at each clinic site being reviewed, including at least one minority or handicapped individual, if possible.

Added- Three clients (recerts, evals, or EDU appts) must be interviewed at each clinic site being reviewed. Include representation from at least one individual who identifies as part of a racial or ethnic minority, a historically underserved community, or an individual with a disability, when feasible.

Updated race and ethnic terms

#2. Removed- Have you ever been given an explanation of how to use WIC benefits?

Added -Has the clinic staff ever explained how to use your WIC benefits?

#3. Removed- Do you understand that the purpose of the WIC Program is to provide nutrition education, nutritious supplemental foods, and appropriate community referrals to you and your family?

#3. Added- Do you understand that the purpose of the WIC Program is to provide nutrition education, nutritious foods, and community referrals to you and your family?

9. Removed-What is your shopping experience for WIC Foods? (Food Guide, Expanded Food List, EBT card, WIC Connect App)

#9. Added-How do you feel about your shopping experience for WIC foods? Do you feel prepared to shop for WIC foods?

**Produce Connection**

Name change on tool

Old WIC CVB/PRODUCE CONNECTION REVIEWER’S TOOL

New WIC PRODUCE CONNECTION/WIC CVB REVIEWER’S TOOL

**Recordkeeping & Accountability-**No changes

**Record Review**

*Instructions Worksheet*

*9. Breast Pump Monitoring:*

Removed Review Overdue Breast pump report (select up to 10 records) and review for monthly follow-up. Client List by Pump Model Issued Report (up to12 records in each category, different pump models, and issued by different staff) for signed Releases, returned Receipts, and client contact requirements.

Added Review Overdue Breast Pump Report and review for required follow-up when pump not returned by due date. Client List by Pump Model Issued Report (up to 12 records in each category, different pump models, and issued by different staff) for signed Releases, returned Receipts, and client contact requirements (2 day and monthly follow-up).

Record Review Worksheet

-Added 4.3c *Pending* labs have documented follow-up.

-Included the BE client for offer/received Evaluations for current cert.

-Added last line 7.2b ”Appropriate formula amt issued for current BF?” Removed in 2022, now able to verify in MI-WIC as of 11/25/24.

*Formula Approval tab/worksheet*

-Removed reference to policy 7.03 for 4.3a Qualifying Conditions included in risk assessment. This is included in Policy 2.13 Nutrition Risk Determination

*Breast Pump Review worksheet*

Overdue Breast Pump Report

-Removed “review up to 10 records or 50% of listings”

-Removed "Number of pumps due?”

-Changed to “Number of pumps overdue? (Include report)”

-Removed “Follow-up documented? (monthly follow-ups)”

Added “Pumps not returned by ‘Due Date’ and not following retrieval procedures (within 2 wks after date and 4X within 6 wks + certified letter after return due date). (Policy 4.04)”

Removed “% of pumps monitored”

Added “% of pumps not monitored”

Removed "Is the agency monitoring past due pumps? (cite if more than 20% with no follow up)”

Added “Is the agency following up on past due pumps?”

Added “Total Percentage of Multiuser pumps without Monthly Follow-up= (Formula provides percentage) **9.1a** Cite if 20% or more.”

*Multiuser Pump*

Added “Monthly FU” columns (Y/N) which was previously determined from the Overdue Breast Pump Report but will now be reviewed based on multiusers pumps issued over the past year.

Reformatted the Breast Pump worksheet to read easier and color coded the indicators.

**ME Indicator Guide**

**2.1**

Evaluation Questions:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**5.4**

Documentation Required:

Old- Voter Registration Declination forms, completed Voter Registration forms, Affidavit of Voter not in possession of Picture Identification Form (ID Affidavit).

New- Voter Registration Declination forms, completed Voter Registration forms (NSP-0938-B) (Rev 8/24), Affidavit of Voter not in possession of Picture Identification Form (ID Affidavit).

Added-Notice of Ineligibility, Short Certification letter, Nutrition Education Plan (Miscellaneous/Communications for provided documents to client or family)

**9.1**

**Evaluation Questions:**

1. Removed September 2013 (from date of policy)

Added 8/2024

Updated LA Emergency/disaster plan requirements per policy:

Removed: *a. The local agency shall develop a disaster plan that will include:*

*i. A copy of the parent agency’s disaster preparedness plan, if applicable.*

*ii. Local governmental/community agency emergency contact information.*

*iii. State and local WIC staff contact information.*

*iv. A plan for notifying clients of service disruption, relocation and availability of WIC services.*

*Added: a)* Local agency Emergency/Disaster Planning and Coordination Plan (Policy 1.12, 8/2024) that includes:

1. A copy of the health department or organization’s emergency/ disaster preparedness plan.
2. Local government/community agency emergency/disaster contact information.
3. Name and contact information for the local WIC agency person(s) designated to serve as the emergency/disaster coordinator with State WIC.
4. State and local WIC agency and staff contact information.
5. A communications plan for keeping the State WIC agency and WIC clients informed, including notification related to service disruption, relocation, and availability of WIC services.

**Annual Review Tools**

**Clerk/Tech Observation Tool** (Currently in Word. Check back soon for the Excel format version.)

*Voter Registration*

Removed**-** Declination form signed if not registering or not eligible to register? Keep for 24 months.

Added- If declined to register, is this documented in MI-WIC & declination form retained? Keep for 24 months.

*Lab*

Old- Is retest done if result is <8µg/dL?

New- Is retest done if result is <8 g/dL? (Corrected value.)

**CPA Observation Tool**

***Nutrition Assessment/Education***

Removed-Is the Medical Conditions & Illnesses list reviewed with the client?

New- Is the Medical Conditions & Illnesses list available to review with client, if needed?

Removed- Is the NE Plan reviewed with client? (This is covered under the CCS section.)

***Breastfeeding***

Old-Are the breastfeeding statistics updated on the BF info screen until child is no longer breastfed?

New- “Is the BF Info screen updated until child is no longer breastfed?”

***ALERTS/SCHEDULING/DOCUMENTS:***

Documents provided to client? *(Provided separate line for each document to better assess what document is missing.)*

|  |
| --- |
| Client Agreement (New) |
| Vendor List (New) |
| NE Plan |
| VOC |
| Shopping List |
| Referral Letter (Opt) |