

## 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 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	8/5/2024	
1.07A Staff Training Plan	8/5/2024	
1.08 Administrative Appeal of State Agency Decisions	7/7/2009	
1.09 Civil Rights	9/12/2016	
1.09A USDA Program Discrimination Complaint Form Instructions	9/12/2016	
1.10 Voter Registration	7/28/2025	
1.10A Michigan Voter Registration Application	7/28/2025	
1.11 Annual Quality Services Review	9/10/2013	
1.12 Emergency/Disaster Planning and Coordination	8/28/2024	

### 2.0 Eligibility/Certification

	Effective Date	Implementation Date
2.01 Eligibility/Certification of Clients	2/11/2019	06/10/2019
2.02 Proof of Residency	10/13/2023	
2.03 Proof of Identity	10/13/2023	
2.04 Income Determination	2/15/2018	
2.04A Military Pay	4/2/2010	
2.05 Income Guidelines	6/1/2023	
2.06 Adjunct Income Eligibility	9/15/2023	
2.07 Declaration of No Income	7/7/2009	
2.08 Family Size	6/1/2009	
2.09 Physical Presence	9/15/2023	
2.10 Proof of Pregnancy	4/12/2013	
2.11 Foster Child Eligibility	6/1/2009	
2.12 Migrant Family Eligibility	2/15/2018	
2.13 Nutritional Risk Determination	9/9/2024	
2.13A Michigan Nutrition Risk Criteria	9/9/2024	
2.13B Michigan Nutritional High Risk Conditions by Category	9/9/2024	
2.15 Anthropometric Risk Determination	5/15/2013	
Anthropometric Manual	2/28/2018	
2.16 Hematological Assessment for Anemia	9/15/2023	
2.17 Certification Periods	10/13/2023	
2.18 Notification of Client Rights and Responsibilities	6/1/2009	
2.18A Michigan WIC Client Agreement	6/1/2022	
2.19 Verification of Certification	11/2/2016	

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2.20 Notice of Ineligibility, Mid-Certification Termination and Expiration of Certification	7/1/2010	
2.21 Mid-certification Income Determination	6/1/2009	
2.22 Homeless Facilities, Shelters, and Institutions	11/2/2016	02/01/2017
2.22A Homeless Facility, Shelter or Institution Agreement	11/2/2016	02/01/2017
2.23 Authorized Person	12/1/2016	
2.24 Mid-Certification Health Evaluation	09/15/2023	11/01/2023

### 3.0 Program Maintenance

	Effective Date	Implementation Date
3.01 Processing Timeframes and Appointment Scheduling	8/15/2022	
3.02 Waiting List Maintenance	11/2/2016	
3.02A Federal Ranking- Federal Regulations on WIC Priority	3/16/2010	
3.03 Dual Participation	3/9/2022	
3.04 Transfers	11/2/2016	

### 4.0 Breastfeeding

	Effective Date	Implementation Date
4.01 Local Agency Breastfeeding Responsibilities and Staff Roles	11/5/2020	
4.02 Client Breastfeeding Education	1/13/2023	
4.03 Contraindications or Modifications to Breastfeeding	5/1/2024	
4.04 Breastfeeding Equipment Ordering, Inventory, Retrieval, and Maintenance	8/15/2022	
4.05 Breastfeeding Equipment Issuance and Documentation	1/13/2023	
4.06 Specialty Feeding Equipment	8/15/2022	

### 5.0 Nutrition Services

	Effective Date	Implementation Date
5.01 Nutrition Education Overview	9/9/2024	10/21/2024
5.01A Nutrition Education Definitions	9/9/2024	10/21/2024
5.01B Nutrition Education Materials Evaluation Form	2/11/2019	06/10/2019
5.01C WIC Nutrition Education Materials Reading Level Evaluation	2/11/2019	10/14/2019
5.01D Nutrition Education Lesson Plan	2/11/2019	10/14/2019
5.01E Sample Nutrition Education Plan	2/11/2019	10/14/2019
5.02 Nutrition Education Contacts	9/9/2024	10/21/2024
5.03 Nutrition Education at Certification/Recertification Appointments	9/9/2024	10/21/2024
5.04 Nutrition Education at Mid-Certification Health Evaluation Appointments	9/9/2024	10/21/2024
5.05 Nutrition Education Documentation	9/9/2024	10/21/2024
5.05 A Nutrition Education Documentation Grid	6/10/2020	
5.06 Required Services for High Risk Clients	9/9/2024	10/21/2024

### 6.0 Service Coordination and Outreach

	Effective Date	Implementation Date
6.01 Outreach	11/2/2016	
6.02 Referrals	4/12/2013	
6.03 Immunization	11/19/2015	

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<b>6.04 Lead Services</b>	<b>8/1/2024</b>	
6.04A Michigan Public Act 286 of 2006	6/1/2009	
<b>6.05 Maternal Child Outreach and Coordination</b>	<b>8/10/2012</b>	
<b>6.06 Reporting of Suspected Child Abuse</b>	<b>6/1/2009</b>	
6.06A Excerpts from the Child Protection Law	7/7/2009	
<b>7.0 Food Package</b>		
<b>7.01 Food Package Determination and Customization</b>	<b>3/1/2021</b>	
<b>7.02 Authorized WIC Foods</b>	<b>9/23/2024</b>	
<b>7.03 Food Package for Qualifying Conditions</b>	<b>8/1/2024</b>	
7.03A Instructions for Michigan WIC Special Formula/Food Request Form	8/1/2024	
7.03B Michigan WIC Special Formula/Food Request Form	8/1/2024	
<b>7.04 Maximum Food Package</b>	<b>11/8/2024</b>	
<b>8.0 Food Benefit Issuance/EBT Card Security</b>		
	<b>Effective Date</b>	<b>Implementation Date</b>
<b>8.01 Benefit Issuance</b>	<b>8/15/2022</b>	
<b>8.02 Benefit Proration</b>	<b>9/9/2020</b>	
<b>8.03 Proxy Policy</b>	<b>6/1/2009</b>	
<b>8.04 Replacement of Food Benefits</b>	<b>9/9/2020</b>	
<b>8.05 Returned Formula and Re-Issuance of Benefits</b>	<b>12/1/2022</b>	
<b>8.06 Client Education on Using Food Benefits</b>	<b>9/9/2020</b>	
<b>8.07 Manufacturers' and Stores' Sales Promotions</b>	<b>10/1/2009</b>	
<b>8.08 WIC Card Security</b>	<b>5/1/2021</b>	<b>07/01/2021</b>
8.08A WIC EBT Card Inventory Control Log	5/1/2021	07/01/2021
<b>8.09 WIC EBT Card Issuance</b>	<b>5/1/2021</b>	<b>07/01/2021</b>
8.09A WIC EBT Card Issuance Log	5/1/2021	07/01/2021
<b>8.10 Local Agency Formula Distribution</b>	<b>11/23/2021</b>	<b>12/06/2021</b>
8.10 A Local Agency Formula Receipt and Distribution Log	11/23/2021	12/06/2021
<b>9.0 Program Compliance</b>		
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<b>9.01 Client Compliance</b>	<b>12/7/2015</b>	
9.01A Definitions	12/7/2015	
9.01B Violation Types/Sanctions	12/7/2015	
WIC Restitution Settlement Agreement Form	12/7/2015	
<b>9.02 Employee Compliance</b>	<b>9/15/2011</b>	
9.02A Employee Confidentiality and Compliance Agreement Signature Form	9/15/2011	
9.02B Violation Types/Sanctions	12/14/2012	
9.02C Employee Complaint Log	9/15/2011	
9.02D Employee Compliance Complaint Report	8/20/2016	
9.02E Employee Compliance Investigation Report	9/15/2011	
9.02F Employee Notice of Complaint	8/22/2016	
<b>9.03 Employee Conflict of Interest and Separation</b>	<b>5/18/2017</b>	
9.03A WIC Single Certifier Audit Tool	5/18/2017	
9.03B WIC Single Certifier Audit Tool Instructions	5/18/2017	

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<b>10.0 System Management</b>		
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10.01 System Equipment Inventory	11/30/2022	
10.02 System Equipment Maintenance and Replacement	11/6/2014	
10.02A MI-WIC Workstation Configuration Procedures	8/18/2016	
10.03 System Security and MI-WIC Access	4/1/2023	
10.03A Creating a State of Michigan MILogin Account for State and Third-Party Users, and Subscribing to MI-WIC	4/1/2023	
<b>11.0 Fiscal Policies</b>		
11.01 Program Costs	03/09/2020	
11.02 Program Incentive Items	05/16/2019	
<b>12.0 Breastfeeding Peer Policies</b>		
12.01 Peer Counseling Orientation	07/22/2019	
12.02 After-Hours Availability	07/22/2019	10/01/2019