

MI-WIC POLICY

Eligibility/Certification

2.0 Eligibility/Certification

Effective Date: 11/02/2016

2.22 Homeless Facilities, Shelters, and Institutions

PURPOSE: Applicants/clients who live in a homeless facility, shelter, or institution shall be considered eligible for the WIC Program and shall be treated equally with all other eligible applicants/clients.

A. POLICY

1. The local WIC agency shall take reasonable steps to:
 - a. Establish that the homeless facility, shelter, or institution meets the following conditions with respect to the resident WIC client.
 - i. The homeless facility, shelter, or institution does not accrue financial or in-kind benefit from a client's participation in the WIC Program.
 - ii. Foods provided by the WIC Program are not included in a communal food service, but are available for the exclusive use of the WIC client for whom they were issued.
 - iii. The homeless facility, shelter, or institution places no constraints on the ability of the client to partake of the supplemental foods, breastfeeding support, nutrition education, and referrals available under the WIC Program.
 - b. The local WIC agency shall contact the homeless facility, shelter, or institution on an annual basis to ensure compliance with these conditions. (See Exhibit A, Homeless Facility, Shelter or Institution Agreement) The facility must agree to comply with the terms of the Homeless Facility, Shelter or Institution Agreement by signing and returning the Agreement to the local WIC agency. The completed Agreement must be kept on file at the local agency.

NOTE: If clients are residing in a facility for which an Agreement is not on file with the local WIC agency, the local agency shall contact the facility by phone to establish that the facility complies with the conditions of the Agreement. The local agency will follow-up by sending the facility the Agreement for completion and return.
 - c. The local WIC agency shall request the homeless facility, shelter, or institution notify the local agency if it ceases to meet any of the conditions.
2. For facilities, shelters, or institutions that do not meet the required conditions:
 - a. If the facility is found to be non-compliant during the client's current certification period, the client may continue to receive food benefits for the remainder of that certification period.
 - b. If the facility has been determined to be non-compliant during the client's current certification period, the client may be recertified but the local agency shall not issue WIC food benefits, except for infant formula, to the client until the facility becomes compliant. If the facility

remains non-compliant, the local agency shall immediately refer the client to other accommodations in the area, if available, which meet the conditions set forth in 1.a..

- c. WIC certified clients will continue to be eligible to receive all other WIC benefits, including nutrition education, breastfeeding support, and referrals even if the facility is deemed non-compliant.
3. The local agency shall inform the client who resides in a homeless facility, shelter or institution that:
 - a. WIC foods must be consumed only by the client to whom the food was issued.
 - b. WIC foods must not be shared with any other facility residents, and
 - c. The facility must not place restrictions on the client's access to or consumption of WIC foods or their ability to receive other WIC services.

GUIDANCE

The CPA shall consider the cooking and storage capabilities of the facility, shelter or institution when prescribing the client's food package.

References:

WIC Federal Regulations 7 CFR 246.7(m)

Cross references:

2.01 Eligibility/Certification of Clients
2.02 Residency
2.03 Identity
2.04 Income Determination
2.05 Income Guidelines
2.06 Adjunct Income Eligibility
2.07 Declaration of No Income
6.01 Outreach
8.01 Benefit Issuance

Exhibit:

2.22A Homeless Facility, Shelter or Institution Agreement