

### 3.0 Program Maintenance

*Effective Date: 3/9/2022*

#### 3.03 Dual Participation

**PURPOSE:** To prevent, detect and resolve dual participation.

**DEFINITION:**

Dual participation means simultaneous participation in more than one WIC clinic during the same period of time.

**A. POLICY:**

1. The local agency is responsible for prevention and resolution of dual participation of clients within the WIC Program.
2. Local agencies shall take the following steps to prevent dual enrollment:
  - a. Perform a statewide search of all clients prior to completing precertification.
  - b. If an existing client record is identified, use that record.
  - c. If an existing client record is not identified, complete precertification.
  - d. Resolve potential dual enrollees that occur on the precertification screen immediately.
    - i. Upon precertification, if a potential WIC/WIC dual enrollee is identified, WIC staff shall evaluate the information to determine if the client is a duplicate enrollee.
3. The local agency shall notify the applicant/client of the illegality of participating in another WIC clinic in accordance with Policy 2.18, Notification of Client Rights and Responsibilities.
4. Through agency monitoring, staff shall investigate/resolve each client listed as a WIC dual enrollee within 45 days of identification by the MI-WIC system and document the resolution on the appropriate screen. See 'Resolve WIC/WIC Dual Enrollment' system help document for guidance and/or procedural steps to complete monitoring and resolution.
5. The local agency shall follow Policy 9.01, Client Compliance for clients identified as dual participants.

### **B. GUIDANCE**

1. Dual enrollment reports provide a mechanism to monitor dual enrollment listings. It is recommended the agency run the 'WIC Dual Enrollment' report monthly to monitor and ensure resolution is completed within 45 days.

#### References:

7 CFR 246.7 (j)(1), 246.7 (l).

MI-WIC System Help Document: 'Resolve WIC/WIC Dual Enrollment'

#### Cross-References:

2.18 Notification of Client Rights and Responsibilities

9.01 Client Compliance