

## 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
<b>1.01 Use of Policy and Procedure Manual</b>	4/15/2015	
<b>1.02 Overview of the WIC Program</b>	4/15/2015	
<b>1.03 Confidentiality</b>	4/15/2011	
<b>1.04 Fair Hearing</b>	5/31/2018	
<b>1.04A Fair Hearing Procedure For WIC Clients</b>	5/31/2018	
<b>1.04B Request of Fair Hearing/Informal Meeting - Flow Chart</b>	5/31/2018	
<b>1.04C Fair Hearing - Flow Chart</b>	5/31/2018	
<b>1.05 Management Evaluation</b>	8/10/2012	
<b>1.06 Record Retention and Destruction</b>	2/25/2014	
<b>1.07 Local Agency Staffing and Training</b>	5/31/2018	10/1/2018
<b>1.07A WIC Coordinator</b>	5/31/2018	10/1/2018
<b>1.07B Nutrition Education Coordinator</b>	5/31/2018	10/1/2018
<b>1.07C Registered Dietitian/ Registered Dietitian Nutritionist</b>	5/31/2018	10/1/2018
<b>1.07D Competent Professional Authority</b>	5/31/2018	10/1/2018
<b>1.07E Health Educator</b>	5/31/2018	10/1/2018
<b>1.07F Breastfeeding Coordinator</b>	5/31/2018	10/1/2018
<b>1.07G Lactation Consultant</b>	5/31/2018	10/1/2018
<b>1.07H Breastfeeding Peer Counselor Manager/Coordinator</b>	5/31/2018	10/1/2018
<b>1.07I Breastfeeding Peer Counselor</b>	5/31/2018	10/1/2018
<b>1.07J Senior Breastfeeding Peer Counselor</b>	5/31/2018	10/1/2018
<b>1.07K Nutrition Services Support Staff</b>	5/31/2018	10/1/2018
<b>1.07L Staff Training Plan</b>	5/31/2018	10/1/2018
<b>1.08 Administrative Appeal of State Agency Decisions</b>	7/7/2009	
<b>1.09 Civil Rights</b>	9/12/2016	
<b>1.09A USDA Program Discrimination Complaint Form Instructions</b>	9/10/2013	
<b>1.10 Voter Registration</b>	9/10/2013	
<b>1.10A Voter Registration Form</b>	6/1/2009	
<b>1.10B Voter Registration Poster (DCH-1311)</b>		
<b>1.10C Affidavit of Voter not in Possession of Picture Identification Form</b>	9/10/2013	
<b>1.11 Annual Quality Services Review</b>	9/10/2013	
<b>1.12 Public Health Disaster/Emergency Planning and Coordination</b>	11/19/2015	

### 2.0 Eligibility/Certification

	Effective Date	Implementation Date
<b>2.01 Eligibility/Certification of Clients</b>	2/11/2019	6/10/2019
<b>2.02 Residency</b>	2/15/2018	
<b>2.03 Identity</b>	2/15/2018	
<b>2.04 Income Determination</b>	2/15/2018	
<b>2.04A Military Pay</b>	4/2/2010	
<b>2.05 Income Guidelines</b>	6/30/2021	
<b>2.06 Adjunct Income Eligibility</b>	2/15/2018	
<b>2.07 Declaration of No Income</b>	7/7/2009	
<b>2.08 Family Size</b>	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 Eligibility	6/1/2009	
2.12 Migrant Family Eligibility	2/15/2018	
2.13 Nutritional Risk Determination	5/31/2018	
2.13A Nutrition Risk Criteria- Michigan Risks	9/9/2020	
2.13B Michigan-Designated Nutritional High Risk Conditions by	9/9/2020	
2.15 Anthropometric Risk Determination	5/15/2013	
Anthropometric Manual	2/28/2018	
2.16 Hematological Risk Determination	4/12/2013	
2.17 Certification Periods	4/12/2013	
2.18 Notification of Client Rights and Responsibilities	6/1/2009	
2.18A Michigan WIC Client Agreement	8/1/2020	
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 Determination	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	
<b>3.0 Program Maintenance</b>		
	<b>Effective Date</b>	<b>Implementation Date</b>
3.01 Processing Timeframes and Appointment Scheduling	11/2/2016	
3.02 Waiting List Maintenance	11/2/2016	
3.02A Federal Ranking- Federal Regulations on WIC Priority	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	
<b>4.0 Breastfeeding</b>		
	<b>Effective Date</b>	<b>Implementation Date</b>
4.01 Local Agency Breastfeeding Responsibilities and Staff Roles	11/5/2020	
4.02 Client Breastfeeding Education	11/5/2020	
4.03 Contraindications to Exclusive Breastfeeding	11/5/2020	
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	
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	

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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	
<b>5.0 Nutrition Services</b>		
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5.01 Nutrition Education Overview	6/10/2020	
5.01A Nutrition Education Definitions	6/10/2020	
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	10/14/2019
5.01D Nutrition Education Lesson Plan	2/11/2019	10/14/2019
5.01E Sample Nutrition Education Lesson Plans	2/11/2019	10/14/2019
5.02 Nutrition Education Contacts	6/10/2020	
5.03 Nutrition Education at Certification/Recertification Appointments	6/10/2020	
5.04 Nutrition Education at Infant/Child Evaluation Appointments	6/10/2020	
5.05 Nutrition Education Documentation	6/10/2020	
5.05 A Nutrition Education Documentation Grid	6/10/2020	
5.06 Required Services for High Risk Clients	2/11/2019	10/14/2019
<b>6.0 Service Coordination and Outreach</b>		
	Effective Date	Implementation Date
6.01 Outreach	11/2/2016	
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	
<b>7.0 Food Package</b>		
7.01 Food Package Determination and Customization	3/1/2021	
7.02 Authorized WIC Foods	3/1/2021	
7.03 Food Package for Qualifying Conditions	9/9/2020	
7.03A Instructions for Michigan WIC Special Formula/Food Request Form	9/9/2020	
7.03B Michigan WIC Special Formula/Food Request Form	9/9/2020	
7.04 Maximum Food Package	7/11/2016	
<b>8.0 Food Benefit Issuance/EBT Card Security</b>		
	Effective Date	Implementation Date

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8.01 Benefit Issuance	3/9/2020	4/9/2020
8.02 Benefit Proration	9/9/2020	
8.03 Proxy Policy	6/1/2009	
8.04 Replacement of Food Benefits	9/9/2020	
8.05 Returned Formula and Re-Issuance of Benefits	5/31/2019	
8.05 A Acceptance and Destruction of Returned Formula Log	5/31/2019	
8.06 Client Education on Using Food Benefits	9/9/2020	
8.07 Manufacturers' and Stores' Sales Promotions	10/1/2009	
8.08 WIC Bridge Card Security	5/1/2021	7/1/2021
8.08A WIC EBT Card Inventory Control Log	5/1/2021	7/1/2021
8.09 WIC EBT Card Issuance	5/1/2021	7/1/2021
8.09A WIC EBT Card Issuance Log	5/1/2021	7/1/2021
<b>9.0 Program Compliance</b>		
	Effective Date	Implementation Date
9.01 Client Compliance	12/7/2015	
9.01A Definitions	12/7/2015	
9.01B Violation Types/Sanctions	12/7/2015	
WIC Restitution Settlement Agreement Form	12/7/2015	
9.02 Employee Compliance	9/15/2011	
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	
9.03 Employee Conflict of Interest and Separation	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	
<b>10.0 System Management</b>		
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10.01 System Equipment Inventory	5/16/2019	11/1/2019
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	11/6/2014	
10.03A Creating a State of Michigan Single Sign On and Subscribing to MI-WIC	11/6/2014	
<b>11.0 Fiscal Policies</b>		
11.01 Program Costs	3/9/2020	
11.02 Program Incentive Items	5/16/2019	
<b>12.0 Breastfeeding Peer Policies</b>		
12.01 Peer Counselor Orientation	7/22/2019	
12.02 After-Hours Availability	7/22/2019	10/1/2019