

MI-WIC POLICY

Eligibility/Certification

2.01 Eligibility/Certification

Effective Date: 02/11/2019

2.01 Eligibility/Certification of Clients

Implementation Date: 06/10/2019

PURPOSE: To outline the eligibility criteria for applicants of the WIC Program and to provide an overview of the certification process local agencies must follow when performing certifications of WIC applicants/clients.

A. POLICY:

1. Clients shall belong to the categories of pregnant women (PG), non-lactating postpartum women (NPP), breastfeeding women (BE, BP), infants (IBE, IBP, IFF), or children (C1, C2, C3, C4), as defined by Federal Regulations.
2. To be certified as eligible for the Program, infants, children, and pregnant, postpartum, and breastfeeding women shall reside within the jurisdiction of the State. (See Policy 2.02, Residency)
3. Clients shall meet the income criteria specified in Policy 2.04, Income Determination.
4. All clients who meet categorical, income and residency requirements are presumptively eligible for WIC services. Clients shall be assessed for, and assigned, nutritional risk criteria specified in Policy 2.13, Nutritional Risk Criteria. The Competent Professional Authority (CPA) must determine and individual's nutritional risk, considering all of the following assessments:
 - a. Diet and health assessment (See Policy 2.14, Risk Determination)
 - b. Anthropometric assessment (See Policy 2.15, Anthropometric Risk Determination)
 - c. Hematological assessment (See Policy 2.16, Hematological Risk Determination)
5. Local agencies must provide a verbal explanation of the WIC Program purpose, key functions, and benefits to clients and/or their caregivers. (See Policy 5.03, Nutrition Education at Certification/Recertification Appointments)
 - a. Providing a Program Explanation minimizes misunderstandings about the nature of WIC and the benefits it provides. The information is provided to clients as part of a client centered assessment process.
 - b. The Program Explanation must be documented in MIWIC.
6. At initial certification, the local agency shall check the identification of each client and the Authorized Person/Proxy. (See Policy 2.03, Identity)
7. Proof of pregnancy is required to certify a pregnant woman. (See Policy 2.10, Proof of Pregnancy)
8. The Competent Professional Authority (CPA) completing the certification procedure is responsible for: (See Policy 1.07, Local Agency Staffing and Training)

- a. Determining the client's nutritional risk.
 - b. Assessing the need for services.
 - c. Providing nutrition education and developing nutrition education plans.
 - d. Prescribing food package benefits with approvals as needed.
 - e. Making referrals to nutritional, health, public, assistance or community services.
 - f. Initiating a problem list for high-risk clients.
 - g. Confirming that all certification criteria have been met.
9. Applicants shall be physically present at each certification. (See Policy 2.09, Physical Presence)
10. The certification must be performed at no cost to the applicant.
11. The agency shall complete the certification process within the timeframes as specified in Policy 3.01, Processing Timeframes and Scheduling Appointments.
12. Certification Periods shall be based on the established time periods specified in Policy 2.17, Certification Periods.
13. At certification, clients or authorized persons shall be informed of their rights and obligations under the WIC Program. (See Policy 2.18, Notification of Client Rights and Responsibilities.)
14. Food benefits shall be issued to clients at the time of certification.
15. Verification of Certification (VOC) shall be issued to clients at the time of certification and shall be accepted as proof of eligibility for program benefits. (See Policy 2.19, Verification of Certification.)

References:

Federal Regulations 246.2
Federal Regulations 246.7 (b), (c), (d), (k), (m), and (o)
WIC Policy Memorandum 2008-1

Cross-References:

1.07 Local Agency Staffing and Training
2.02 Residency
2.03 Identity
2.04 Income Determination
2.09 Physical Presence
2.10 Proof of Pregnancy
2.13 Nutritional Risk Criteria
2.14 Risk Determination
2.15 Anthropometric Risk Determination
2.16 Hematological Risk Determination
2.17 Certification Periods
2.18 Notification of Clients Rights and Responsibilities
2.19 VOC
3.01 Processing Timeframes and Scheduling Appointments
5.03 Nutrition Education at Certification/Recertification Appointments