WIC BASIC TRAINING: PROGRAM ELIGIBILITY & APPLICATION

MODULE 2

SESSION AGENDA

- WIC Program eligibility
  - Residential
  - Income
  - Categorical
  - Nutrition Risk
- Application process
  - Accept Application
  - Meet Processing Standards
  - Follow-up on missed appointments
  - Determine and Document Eligibility

WIC PROGRAM ELIGIBILITY

- Residential Eligibility
- Income Eligibility
- Categorical Eligibility
- Nutrition Risk Eligibility
APPLICATION PROCESS

Accept Application → Meet Processing Standards → Follow-Up on Missed Appointments → Determine and Document Eligibility

ACCEPT APPLICATION

<table>
<thead>
<tr>
<th>Search</th>
<th>Explain</th>
<th>Schedule</th>
</tr>
</thead>
</table>
| Search the Crossroads system for all applicant(s)
  • Update the pre-existing Crossroads record
  • OR establish a new record in Crossroads |
| Explain eligibility requirements
  Review required documents |
| Schedule a certification appointment within processing standards |
ACCEPT APPLICATION

<table>
<thead>
<tr>
<th>A</th>
<th>E</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Expired</td>
<td>Foster Child</td>
</tr>
</tbody>
</table>

APPLICATION PROCESS

- Accept Application
- Meet Processing Standards
- Follow-Up on Missed Appointments
- Determine and Document Eligibility

PROCESSING STANDARDS

<table>
<thead>
<tr>
<th>Type of Applicant</th>
<th>Time Frame (for applicant eligibility determination)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pregnant Women</td>
<td>10 calendar days from date of contact</td>
</tr>
<tr>
<td>Infants younger than six months</td>
<td></td>
</tr>
<tr>
<td>Migrant farmworkers and their family members</td>
<td></td>
</tr>
<tr>
<td>Homeless individuals</td>
<td></td>
</tr>
<tr>
<td>All other applicants</td>
<td>20 calendar days from date of contact</td>
</tr>
</tbody>
</table>

SOURCE: WPM CHAPTER 6A
**PROCESSING STANDARDS**

The following appointment(s) fall outside processing standards. Do you wish to add them to the pending list?

**CERTIFICATION PERIODS**

- WIC Program Certification: the process in which implementation of criteria and procedures is used to assess and document each applicant’s eligibility for the Program.
  - Initial Certification
  - Subsequent Certification
- Certification Period: a period of WIC enrollment lasting up to one year from the date of certification dependent on WIC category.

**CERTIFICATION PERIODS: PREGNANT, POSTPARTUM, AND BREASTFEEDING WOMEN**

- Pregnant women
  - Throughout pregnancy and until 6 weeks postpartum
- Postpartum (non-breastfeeding) women
  - Up to 6 months postpartum
- Breastfeeding women
  - Up to 1 year postpartum while breastfeeding or at the time breastfeeding stops
CERTIFICATION PERIODS: INFANTS AND CHILDREN

- Infants certified prior to 6 months old are certified up to the 1st birthday
- Infants certified between 6 and 11 months of age
  - Certified for 6-month period
  - 11 month old exception
- Children aged 1 to 4 years
  - For 1-year period
  - Until the day before the 5th birthday

CERTIFICATION PERIODS: SUBSEQUENT CERTIFICATIONS

- Reassess a participant’s Program eligibility when their current certification period is ending
- Can be performed up to 30 days prior to the end of the current certification period
- Begin:
  - Child - the day after the end of the prior certification period
  - Woman - the day she is certified in a new participant category

CERTIFICATION PERIODS: 30-DAY CERTIFICATION EXTENSION

- Option is allowed when the participant:
  - Needs a subsequent certification;
  - Current date is within 30-days of the end of the certification period; and
  - Scheduling difficulties are present
  - Local Agency staff shortages, limited appointment availability, coordination difficulties
  - Participant scheduling coordination difficulties, work/school/transportation conflict, missed appointments.
TRANSFER OF CERTIFICATION

TRANSFER OF CERTIFICATION: IN-STATE TRANSFERS

- State-Wide Participant Search
- Verify ID and Residency
- Transfer

Verification of Certification (VOC) = "Out of State Transfer Information" sheet
Necessary for every eligible participant in the family

WIC Department of Defense Overseas Program:
http://Tricare.mil/WIC/

TRANSFER OF CERTIFICATION: OUT OF STATE TRANSFERS

- Verification of Certification (VOC) = "Out of State Transfer Information" sheet
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WIC Department of Defense Overseas Program:
http://Tricare.mil/WIC/
TRANSFER OF CERTIFICATION

 Obtaining VOC Information
- Contact the transferring agency
- Contact State VOC Personnel
  http://www.fns.usda.gov/wic/wic-contacts

APPLICATION PROCESS

Accept Application  Meet Processing Standards  Follow-Up on Missed Appointments  Determine and Document Eligibility

MISSED CERTIFICATION APPOINTMENT NOTICES

IC
- Pregnant Woman or Homeless Applicant
  - Within 10 days of missed appointment
- All Other Categories
  - Within 15 days of missed appointment

SC
- Pregnant Woman
  - Within 10 days of missed appointment
- All Other Categories
  - Within 15 days of missed appointment
APPLICATION PROCESS

Accept Application → Meet Processing Standards → Follow Up on Missed Appointments → Determine and Document Eligibility

APPLICATION ELIGIBILITY

- Be physically present
- Bring proof of identity
- Bring proof of residency
- Bring proof of income

APPLICATION ELIGIBILITY

Representatives for Infants and Children at Certification
- Parent / Guardian 1 (PG1) and/or Parent / Guardian 2 (PG2)
  - Biological parents
  - Step-parents
  - Legal guardian
  - Foster parent
- Caretaker
  - Someone who routinely cares for the child
APPLICATION ELIGIBILITY: PHYSICAL PRESENCE

Exceptions to Physical Presence

- Medical Condition
- Bed Rest
- Contagious Illness
- Serious Illness
- Fragile Premature Infant
- Under 8 weeks of age
- Ongoing Healthcare
- Child of working parent(s)

APPLICATION ELIGIBILITY: PROOF OF IDENTITY

Refer to “Allowable Proofs for Identity and Residence”
WMP Chapter 6A, Attachment 1
APPLICATION ELIGIBILITY: PROOF OF RESIDENCY

Refer to “Allowable Proofs for Identity and Residence”
WMP Chapter 6A, Attachment 1

APPLICATION ELIGIBILITY
DOCUMENTING PROOF OF IDENTITY AND RESIDENCY

```
<table>
<thead>
<tr>
<th>Does Proof Exist?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
<tr>
<td>Affidavit for Identity</td>
</tr>
<tr>
<td>Client MUST provide</td>
</tr>
</tbody>
</table>
```

1/16/2020
APPLICATION ELIGIBILITY: PROOF OF INCOME

WIC Program Eligibility: ≤ 185% of the current federal poverty income guidelines

Determining Income Eligibility

- Adjunctive Eligibility
  - Medicaid
  - Food and Nutrition Services (Food Stamps/SNAP)
  - Temporary Assistance for Needy Families (TANF, Work First)
  - Gross Income by Size of Economic Unit

APPLICATION ELIGIBILITY: ADJUNCTIVE INCOME ELIGIBILITY

| Medicaid* | • Currently enrolled in Medicaid; an infant is born to a mother on Medicaid during pregnancy, conferring eligibility |
| Food & Nutrition Services (FNS)* | • Current recipient of FNS or a member of a family receiving FNS benefits |
| Work First* | • Anyone in the family receives Work First benefits |

*Verification of active enrollment is required for all programs that offer adjunctive eligibility.*

APPLICATION ELIGIBILITY: ADJUNCTIVE INCOME ELIGIBILITY

<table>
<thead>
<tr>
<th>Category</th>
<th>Enrolled Program</th>
<th>Who is Eligible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pregnant Woman</td>
<td>Medicaid</td>
<td>Entire Family</td>
</tr>
<tr>
<td>Breastfeeding Woman</td>
<td>Medicaid</td>
<td>Only the Breastfeeding Woman</td>
</tr>
<tr>
<td>Postpartum Woman</td>
<td>Medicaid</td>
<td>Only the Postpartum Woman</td>
</tr>
<tr>
<td>Infant</td>
<td>Medicaid</td>
<td>Entire Family</td>
</tr>
<tr>
<td>Child</td>
<td>Medicaid</td>
<td>Only Child</td>
</tr>
<tr>
<td>Anyone in Family</td>
<td>FNS (Food Stamps/SNAP)</td>
<td>Entire Family</td>
</tr>
<tr>
<td>Anyone in Family</td>
<td>Work First</td>
<td>Entire Family</td>
</tr>
</tbody>
</table>
APPLICATION ELIGIBILITY: ADJUNCTIVE INCOME ELIGIBILITY

**Economic Unit**
- Person or group related or unrelated
- Usually live together
- Definition of income & consumption of goods and services are related
- Household/family = economic unit

**Proof of Income**
- Paid weekly: 4 most recent pay stubs
- Paid bi-weekly: 2 most recent pay stubs
- Paid monthly: most recent pay stub
- Other proofs of income during past 30 days

**Determine Eligibility**
- Use the size of the economic unit and the proof of income to find the corresponding income eligibility information on the Federal Poverty Income guidelines handout

**APPLICATION ELIGIBILITY: PROOF OF INCOME**

**Not Adjunctively Income Eligible?**
- Use the size of the economic unit and the proof of income to find the corresponding income eligibility information on the Federal Poverty Income guidelines handout
DETERMINE THE ECONOMIC UNIT

APPLICATION ELIGIBILITY: PROOF OF INCOME
ECONOMIC UNIT

<table>
<thead>
<tr>
<th>Family Size</th>
<th>No. of Expected Infants</th>
<th>Total Family Size</th>
<th>Family Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>1</td>
<td>5</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Family Size + Number of Expected Infants = Total Family size
Total Family Size $\leftrightarrow$ Economic Unit

- Foster child in DSS custody = family size of 1
- Pregnant teen with no income living with parents
- Postpartum woman with a newborn who lives with her sister and the sister’s children. Each sister has a source of income that supports herself and her own children.

*A child can only be counted as a member of only one family at any one time.*
APPLICATION ELIGIBILITY: PROOF OF INCOME

Gross Income

Determining Current Gross Income

- Income before deductions
- For self-employed applicants: consider net income after deductions
- What dollar amount was contributed to the household in the past 30 days?
- Do you have proof that can be viewed?

APPLICATION ELIGIBILITY: PROOF OF INCOME

Types of Income

- Applicant must bring proof of all current income:
  - Paid weekly: 4 most recent pay stubs
  - Paid bi-weekly: 2 most recent pay stubs
  - Paid monthly: most recent pay stub
  - Other proofs of income during past 30 days

Examples

<table>
<thead>
<tr>
<th>Income Source</th>
<th>Does it count as income?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>YES</td>
</tr>
<tr>
<td>Military housing allowance (DAH)</td>
<td>NO</td>
</tr>
<tr>
<td>Christmas bonuses</td>
<td>YES</td>
</tr>
<tr>
<td>Payments from the &quot;Low Income Energy Assistance Act&quot;</td>
<td>NO</td>
</tr>
<tr>
<td>Worker's compensation</td>
<td>YES</td>
</tr>
<tr>
<td>Child support and alimony payments</td>
<td>YES</td>
</tr>
<tr>
<td>Cash gifts from a non-resident boyfriend</td>
<td>YES</td>
</tr>
<tr>
<td>Social Security benefits</td>
<td>YES</td>
</tr>
<tr>
<td>Value of food/clothing from a non-resident parent</td>
<td>NO</td>
</tr>
<tr>
<td>Unemployment compensation</td>
<td>YES</td>
</tr>
</tbody>
</table>

Refer to "What Counts Toward Gross Income for WIC Program Eligibility" (WPM 6B, Attachment 3)
APPLICATION ELIGIBILITY: PROOF OF INCOME

Special Income Considerations
- For Unemployed: Income = zero for the month when screening current income
- In-stream Migrant Family: Income determination is good for 12 months
- Self Employed with fluctuating income
- Seasonally Employed
- Teachers that elect a 10 month pay period
- Employed but on a temporary leave of absence

APPLICATION ELIGIBILITY: PROOF OF INCOME

Documenting Gross Income

APPLICATION ELIGIBILITY: PROOF OF INCOME

An Economic unit reports no income.
- Review all potential income sources
  - Examples: withdrawals from savings, child support, assistance from other outside sources
- Offer appropriate referrals
APPLICATION ELIGIBILITY: PROOF OF INCOME

Zero Income Declaration in Crossroads

Does Proof of Income Exist?

- No
  - Affidavit for No Income

- Yes
  - Client must provide

APPLICATION ELIGIBILITY: PROOF OF INCOME

Changes in Income

- Reassess if >90 days remain in the certification period and participant voluntarily reports income change
- Participant’s income change reported to local agency not by participant
LET’S PRACTICE!

ANSWER THE QUESTIONS FOLLOWING EACH OF THE ELIGIBILITY CASE STUDIES

SONYA YOUNG

- Pregnant teen
- Referred from maternity clinic on 7/20/19
- Chick Fil A work ID
- Credit card in her name
- No Medicaid (hasn’t applied)
- No Food and Nutrition Services
- No Work First

WHAT CAN WE DO FOR SONYA TODAY?

<table>
<thead>
<tr>
<th>Start Application</th>
<th>Provide Appointment</th>
<th>Explain What Is Needed</th>
<th>Make Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish a new record in Crossroads if one does not exist.</td>
<td>Provide initial certification appointment within processing standards (10 days).</td>
<td>Explain in detail what she needs to bring at next appointment.</td>
<td>Refer to Medicaid.</td>
</tr>
</tbody>
</table>
NANCY JOHNSON

- Walk-in
- WIC wallet
- Baby’s hospital wristband
- Electric bill with current address
- Reports received Medicaid during pregnancy

JOSÉ HERNANDEZ

- Has appointment today for his 3 children younger than 5 years old
- Migrant farm worker living in migrant housing with extended family
- Has a current NCDMV ID for himself
- Has social security cards for each child
- No Medicaid (has not applied)
- No Food Stamps
- No Work First

WHAT CAN WE DO FOR JOSE AND HIS CHILDREN TODAY?

- Proceed with Certification
  - Document proof of identity and residence
- Assess Current Proof of Income
  - Assess current proof of income
- Referrals and Follow-up
  - Provide appropriate referrals
    - Local food banks, FNS, Medicaid
- Issuance and VOC
  - Issue food benefits
    - Print VOC
  - Schedule next appointment
QUESTIONS?

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1. Mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410

2. Fax: (202) 690-7442; or

3. Email: program.intake@usda.gov.

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