Chapter 1: INTRODUCTION
Attachment 1. Log of WIC Program Numbered Memos (sample)
Attachment 2. Separation of Duties Log
Attachment 3. Affidavit Attesting to WIC Food Benefit Loss
Attachment 4. Continuity of Services Form
Attachment 5. Business Continuity Plan

Chapter 2: STATE AGENCY ORGANIZATION
No Attachments

Chapter 3: LOCAL AGENCY AGREEMENTS/CONTRACTS
Attachment 1. WIC Model Sub-Contract

Chapter 4: CIVIL RIGHTS
Attachment 1. USDA Program Discrimination Complaint Form

Chapter 5: NUTRITION EDUCATION
No Attachments

Chapter 6: CERTIFICATION/PARTICIPATION (comprised of six sub-chapters)

Chapter 6A: APPLICATION PROCESS
Attachment 1. Allowable Proofs For Identity and Residence

Chapter 6B: INCOME ELIGIBILITY
Attachment 1. Documenting Income Eligibility in Crossroads
Attachment 2. Federal Poverty Income Guidelines
Attachment 3. What Counts Toward Gross Income For WIC Program Eligibility (includes a description of military leave and earnings statement)

Chapter 6C: NUTRITION ASSESSMENT
Attachment 1. WIC Program Exchange of Information (DHHS 3492)
Attachment 2. WIC Nutrition Risk Criteria
Attachment 3. Procedures For Weighing And Measuring

Chapter 6D: PARTICIPANT NOTIFICATIONS
Attachment 1. Summary of Required Participant Notices
Attachment 2. NC WIC Program Notice Reference Table
Attachment 3. Sample NC WIC Program Notice

Chapter 6E: CERTIFICATION IN SPECIAL SITUATIONS
Attachment 1. Institutions and Homeless Facilities Letter of Compliance for the WIC Program (example letter)
North Carolina WIC Program Manual
List of Attachments

Chapter 6F: PROGRAM ABUSE BY PARTICIPANTS
No Attachments

Chapter 7: APPROVED FOOD PACKAGE
Attachment 1. Infant Formulas, Exempt Infant Formulas and WIC-Eligible Nutritionals
Allowed through WIC
Attachment 2. WIC Program Medical Documentation
Attachment 3. Ordering WIC Infant Formulas and WIC-Eligible Nutritionals
Attachment 4. Examples of Metabolic Product Inventory and Issuance Logs
Attachment 5. Maximum Monthly Allowances of Supplemental Foods for Food Packages I – VII
Attachment 6. Formula Disposal Log

Chapter 8: FOOD BENEFIT ISSUANCE
No Attachments

Chapter 9: BREASTFEEDING PROGRAM MANAGEMENT
Attachment 1. Breastfeeding Peer Counselor Program Forms with Instructions
  ▪ North Carolina WIC Breastfeeding Peer Counselor Program Letter of Agreement (DHHS 4113)
  ▪ Breastfeeding Peer Counselor Monthly Report Form (DHHS 3985)
  ▪ Breastfeeding Peer Counselor Program Client Satisfaction Survey (example of an optional form)

Chapter 10: CASELOAD MANAGEMENT
Attachment 1. Sample Memorandum of Understanding Template
Attachment 2. Outreach Activity Guide for Local Agencies
Attachment 3. Social Media
Attachment 4. WIC Outreach: Guidelines for Building Media Relations
Attachment 5. WIC Program, Retention and Outreach Plan Template
Attachment 6. WIC Program Outreach Activity Log

Chapter 11: VENDOR MANAGEMENT
Attachment 1. Customer Services Issue Form
Attachment 2. Local Agency Vendor Triage Form
Attachment 3. Minimum Lane Coverage Criteria
Attachment 4. Vendor Discounts
Attachment 5. Vendor Sanction System
Attachment 6. Participant Access Form
Attachment 7. Participant Hardship Form

Chapter 12: FISCAL MANAGEMENT
Attachment 1. Equipment Disposal Form
Chapter 13: RECORDS RETENTION
No Attachments

Chapter 14: ADMINISTRATIVE APPEALS
No Attachments

Chapter 15: MONITORING/AUDITING
Attachment 1. WIC Program Monitoring Tool
- Part I: Administrative Services Review
- Part II: Nutrition Services Review
- Appendix 1: WIC Client Observation
- Appendix 2: WIC Record Review (Pregnant and Postpartum Women)
- Appendix 3: WIC Record Review (Infants and Children)
- Appendix 4: Breastfeeding Supplies
- Appendix 5: WIC Record Review (Breastfeeding Peer Counselor Contacts)

Chapter 16: CONFIDENTIALITY
No Attachments

Chapter 17: INFORMATION SERVICES
No Attachments