Chapter 6
Certification and Participation

Table of Contents

Chapter 6 describes the program policies and procedures related to application, certification, and participation in the WIC Program. The chapter is divided into six focus areas.

Chapter 6A: Application Process
Section 1. Eligibility Criteria .................................................................1
Section 2. Application Process .............................................................3
Section 3. Physical Presence .................................................................5
Section 4. Proof of Identity .................................................................7
Section 5. Proof of Residence ...............................................................9
Section 6. Representatives for Infants/Children at Certification ......................11
Section 7. National Voter Registration Act (NVRA) ................................13
Section 8. Certification Periods ............................................................17

Attachments
Attachment 1. Allowable Proofs for Identity and Residence

Chapter 6B: Income Eligibility
Section 1. Determining Income Eligibility .............................................1
Section 2. Determining Adjunctive Income Eligibility ..............................3
Section 3. Determining Gross Income by Family Size (Economic Unit) ........7
Section 4. Military Families – Economic Unit and Income ........................11
Section 5. Proof of Income ...................................................................15
Section 6. Changes in Income during a Certification Period .......................17

Attachments
Attachment 1. Documenting Income Eligibility in Crossroads
Attachment 2. Federal Poverty Income Guidelines
Attachment 3. What Counts Towards Gross Income For WIC Program Eligibility

Chapter 6C: Nutrition Assessment
Section 1. Nutrition Assessment and Care Plan ......................................1
Section 2. Anthropometric Data Collection .............................................5
Section 3. Bloodwork Requirements .....................................................9
Section 4. Staff Who May Determine Nutrition Eligibility for WIC .............13
Section 5. Temporary Eligibility for Pregnant Women .............................15
Section 6. Immunization Screening and Referral ....................................17
Section 7. WIC’s Role In Lead Testing And Referral ...............................19
Chapter 6C: Nutritional Assessment (continued)

Attachments
Attachment 1. WIC Program Exchange of Information Form (DHHS 3492)
Attachment 2. WIC Nutrition Risk Criteria
Attachment 3. Procedures for Measuring and Weighing

Chapter 6D: Participant Notifications
Section 1. Participant Rights and Responsibilities .......................................................1
Section 2. Participant Notices .......................................................................................3

Attachments
Attachment 1. Summary of Required Participant Notices
Attachment 2. NC WIC Program Notice Reference Table
Attachment 3. Sample North Carolina WIC Program Notice

Chapter 6E: Certification In Special Situations
Section 1. Transfer of Certification ............................................................................1
Section 2. Residents Of Institutions and Homeless Facilities ...............................5
Section 3. Waiting Lists .............................................................................................7

Attachments
Attachment 1. Institutions and Homeless Facilities Letter of Compliance for the WIC Program (example letter)

Chapter 6F: Program Abuse By Participants
Section 1. Participant Violations And Sanctions .................................................1
Section 2. Dual Participation ...............................................................................7
Section 3. Recovering Funds ..............................................................................11