

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	7
Section 4.	Proof of Identity	9
Section 5.	Proof of Residence.....	11
Section 6.	Representatives for Infants/Children at Certification	13
Section 7.	National Voter Registration Act (NVRA)	15
Section 8.	Certification Periods	19

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 Responsibilities1
- Section 2. Participant Notices3

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 Certification1
- Section 2. Residents Of Institutions and Homeless Facilities5
- Section 3. Waiting Lists7

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 Sanctions1
- Section 2. Dual Participation7
- Section 3. Recovering Funds11