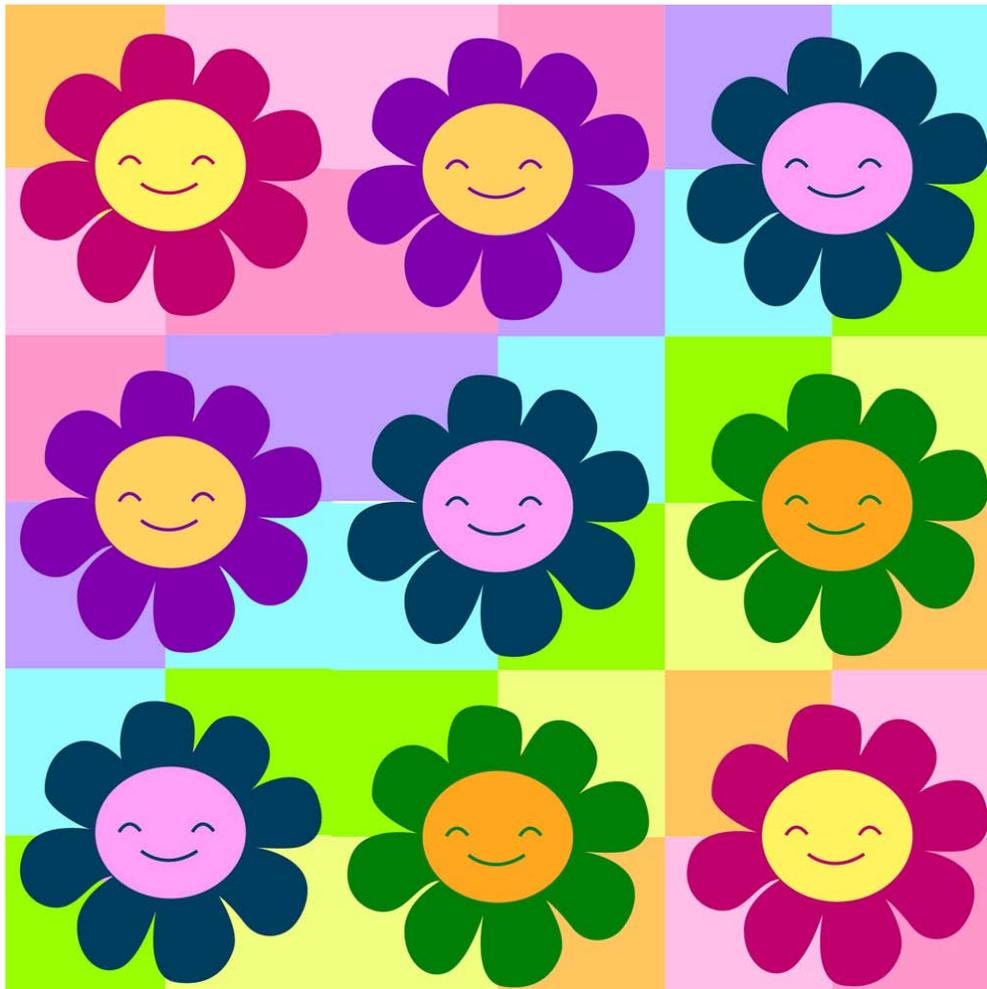


WIC CLERK

HANDOUTS

CERTIFICATION & ENROLLMENT UNIT



Nebraska WIC
Training Clinic

Clerk Training Clinic Agenda

DAY 1	Introduction Unit
	<ul style="list-style-type: none"> • Welcome
	<ul style="list-style-type: none"> • Training Clinic Evaluation
	<ul style="list-style-type: none"> • Uncovering learning style & previous experience
	<ul style="list-style-type: none"> • New employee questions
	<ul style="list-style-type: none"> • Plan for the week
	<ul style="list-style-type: none"> • Review what was learned -LAW units
	<ul style="list-style-type: none"> • WIC services
	<ul style="list-style-type: none"> • Purpose of WIC
	<ul style="list-style-type: none"> • Communicating with clients
	<ul style="list-style-type: none"> • Eligibility Criteria
DAY 1	Certification & Enrollment Unit
	<ul style="list-style-type: none"> • Determining eligibility
	<ul style="list-style-type: none"> • Responsible parties
	<ul style="list-style-type: none"> • Proof of identity <ul style="list-style-type: none"> ○ Women, Infant & Child ○ Special situations
	<ul style="list-style-type: none"> • Statement of Status
	<ul style="list-style-type: none"> • Proof of residency <ul style="list-style-type: none"> ○ Acceptable proof vs. unacceptable proof ○ Special situations
	<ul style="list-style-type: none"> • Proof of identity & residency - purse activity
	<ul style="list-style-type: none"> • Determining income eligibility <ul style="list-style-type: none"> - adjunct income eligibility - household size <ul style="list-style-type: none"> ○ Child residing in another home ○ Separate families living in the same house ○ Teen & young adults household & income ○ Top 10 questions
	<ul style="list-style-type: none"> - Practice Scenarios 1-23
	<ul style="list-style-type: none"> • Income & proof needed <ul style="list-style-type: none"> ○ Important information to know ○ Income & type of proof needed ○ In-kind benefits test ○ Income assessment path ○ Averaging income ○ Military income
	<ul style="list-style-type: none"> • Calculating income <ul style="list-style-type: none"> ○ Computer income calculator ○ Practice Scenarios 1-23
	<ul style="list-style-type: none"> • When proof is missing <ul style="list-style-type: none"> ○ 30 day extension, income letter & no proof form ○ missing proof <ul style="list-style-type: none"> ○ identity ○ income ○ address ○ Problem child scenarios to practice

DAY 2	Enrollment Process
	<ul style="list-style-type: none"> • Signature form <ul style="list-style-type: none"> ○ Steps for completing signature form
	<ul style="list-style-type: none"> • WIC program explanation for client-Rights & responsibilities
	<ul style="list-style-type: none"> • Sanction Points & Violations
	<ul style="list-style-type: none"> • Permission cards <ul style="list-style-type: none"> ○ Alternate shopper & enrollment proxy ○ Alternate shoppers explanation ○ Problem child scenarios
	<ul style="list-style-type: none"> • Status codes
	<ul style="list-style-type: none"> • Length of enrollment • Extension & Reductions in cert periods <ul style="list-style-type: none"> ○ Questions sheets
	<ul style="list-style-type: none"> • Status & cert periods worksheet
	<ul style="list-style-type: none"> • End of cert period worksheet
	<ul style="list-style-type: none"> • Notification forms <ul style="list-style-type: none"> ○ How to complete & document
	<ul style="list-style-type: none"> • Using the computer - working through screens • TT Types & sample screen shots
	<ul style="list-style-type: none"> • Change to Records <ul style="list-style-type: none"> • TT4 – common change; status change • Change of custody during a cert period • Change of custody to a foster home
	<ul style="list-style-type: none"> • Terminating Client Records • Termination of Clients Codes • Reversal of Termination
	<ul style="list-style-type: none"> • Adjunct eligibility <ul style="list-style-type: none"> ○ Stop light ○ Adjunct Eligibility Matrix (with umbrella) ○ Adj purse ○ Adj eligible income case studies
	<ul style="list-style-type: none"> • No proof game <ul style="list-style-type: none"> ○ Practice scenarios 1-23 <ul style="list-style-type: none"> ○ ADJ ○ How many months of checks
	<ul style="list-style-type: none"> • Referrals to & from • Referral codes • Practice activity
	Certification & Enrollment of Clients
	<ul style="list-style-type: none"> • WIC paper work & computer <ul style="list-style-type: none"> ○ WIC clerk certification steps
	<ul style="list-style-type: none"> • Celebrity clients charts - practice enrollment

DAY 3	Certification & Enrollment of Clients
	• Re-certifications
	• Re-enrollment
	• Enrollment Best Choices
	• Practice enrolling clients in clinic

Day 4	Certification	
	<ul style="list-style-type: none"> • Client practice - certification review & practice with clients 	
Day 4	Check Distribution lesson plan	<p style="text-align: center;">Food Package Lesson Plan</p> <ul style="list-style-type: none"> • WIC foods general <ul style="list-style-type: none"> ○ nutrition values ○ USDA approved food • WIC foods activity - food brochure • Matching foods to clients <ul style="list-style-type: none"> ○ Contract formulas ○ Food packages ○ Food package numbering cheat sheet ○ Food package activity • Common food packages • Homeless food packages • FI types - foods per check • Informing clients of approved vendors <ul style="list-style-type: none"> ○ Selection criteria ○ Look up activity
	<ul style="list-style-type: none"> • Parts of a WIC check - training activity 	
	<ul style="list-style-type: none"> • Explaining how to use WIC checks - WIC check card, food brochure, and video. 	
	<ul style="list-style-type: none"> • Travels of a NE WIC check 	
	<ul style="list-style-type: none"> • Equipment to print checks new <ul style="list-style-type: none"> ○ Check printer directions ○ Check printer ribbon 	
	<ul style="list-style-type: none"> • Create beginning of day <ul style="list-style-type: none"> ○ Beginning of day procedure ○ Red & black #'s 	
	<ul style="list-style-type: none"> • Creating check registers 	
	<ul style="list-style-type: none"> • Using check register - flow chart II <ul style="list-style-type: none"> ○ Voids ○ Test prints ○ Signature ○ Mail out 	
	<ul style="list-style-type: none"> • Basic check printing 	
	<ul style="list-style-type: none"> • Printing an individual check - flow chart 	
	<ul style="list-style-type: none"> • Printing checks for families 	
	<ul style="list-style-type: none"> • Confirm check accuracy 	
	<ul style="list-style-type: none"> • Separating checks - bimonthly envelopes 	
	<ul style="list-style-type: none"> • Issuing WIC ID folder & contents 	
	<ul style="list-style-type: none"> • Issuing checks - explaining & reviewing accuracy 	
	<ul style="list-style-type: none"> • Practice issuing checks with real clients 	
	<ul style="list-style-type: none"> • Issuing checks to an alternative shopper 	
	<ul style="list-style-type: none"> • Supervised practice - check distribution 	
	<ul style="list-style-type: none"> • Check look-up 	
	<ul style="list-style-type: none"> • Voiding checks - demonstration & practice 	
	<ul style="list-style-type: none"> • Replacement checks <ul style="list-style-type: none"> - Lost or stolen check report - Additional benefit issuance report - Partial food packages - Printing replacement checks 	
	<ul style="list-style-type: none"> • Check problems worksheet 	
	<ul style="list-style-type: none"> • Ineligibility letter & CSFP referral 	
	<ul style="list-style-type: none"> • Notification of ineligibility worksheet 	

Day 5	PRACTICE WITH CLIENTS Trainee enrolls real clients - as many certs & check pick ups as possible
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Day 5	Certifications Continued
	<ul style="list-style-type: none"> • Presumptive eligibility & computer screens
	<ul style="list-style-type: none"> • Initial visit
	<ul style="list-style-type: none"> • Follow-up Visit within 60 days
	Presumptive eligibility review using cloud game
	<ul style="list-style-type: none"> • 6 month visit - stop sign
	<ul style="list-style-type: none"> • Transferring clients - in from in state
	<ul style="list-style-type: none"> • Transferring clients - in from out of state
	<ul style="list-style-type: none"> • VOC

Filler Activities	Additional information- covered quickly when need an activity for a few minutes; or they can be done on Friday)
	<ul style="list-style-type: none"> • Processing standards - 10 & 20 days
	- activity sheet
	<ul style="list-style-type: none"> • Data Form Layout- printing & reading
	<ul style="list-style-type: none"> • Nutritional risk - cues to pass along to CPA
	<ul style="list-style-type: none"> • Cert & Enrollment - flower game

CATEGORY:

- ◆ Pregnant, breastfeeding, postpartum woman
- ◆ infant or child under age 5

RESIDENCY:
Live in
Nebraska



INCOME:
Meet guidelines
or qualify through
another program

RISK:
Have a health
or nutritional
risk

Eligible clients

Responsible Party & 2nd Responsible Party

	Responsible Party	2nd Responsible Party
	<p>The Responsible Party is the person who brings the child in for the certification visit, signs the Signature Form, and is considered legally responsible for the child.</p> <p>The Responsible Party name is recorded on the Signature Form, Page 1 of the computer screen, and on the ID folder.</p>	<p>The 2nd Responsible Party is the other person legally responsible for the child, that may not have been present when the child was certified.</p> <p>Designating a 2nd Responsible Party is optional. If declined, document “decline” on signature form.</p> <p>If designated, the name of the 2nd responsible party is recorded on the Signature Form, page 4 of the computer screen, & ID folder.</p>
Woman & Teen	<p>Women & teens are their own responsible party. *exception – foster teens</p>	<p>No 2nd responsible party * exception – foster care teens</p>
For an infant or child	<p>For an infant or child, the Responsible Party would be any adult who is the parent of or has legal guardianship or custody of a minor that brings in the child.</p> <p>In a traditional family the Responsible Party would be Mom or Dad – use which ever parent brings in the child for WIC certification as the responsible party. Many times this is the Mom.</p> <p>In a non-traditional family, the Responsible Party may be a <i>step-parent who the child lives with and who is married to the biological parent</i> – if this step parent brings in the child for WIC certification, then he/she would be listed as the Responsible Party.</p>	<p>For an infant or child, the 2nd Responsible Party could be any adult who is a parent of or who has legal guardianship or custody of an minor</p> <p>In a traditional family, the 2nd Responsible Party would be the other parent that does not bring in the child for the certification visit. Many times, this is the Dad.</p> <p>In a non-traditional family, the Step-parent who the child lives with & <i>who is married to the biological parent</i> of the child may be listed as the 2nd responsible party</p>
Who cannot usually be one?	<p>Friends and other relatives (that are not the parent) are not usually the responsible party. <i>Except in instances such as child abandonment or when parent “leaves child”& their decision making in the total care of someone else and the parent cannot be reached.</i></p>	<p>Friends and other relatives (that are not the parent) are not usually the 2nd responsible party.</p>
Number allowed	1 - Responsible Party	1 - 2 nd Responsible Party
How long good for?	<ul style="list-style-type: none"> • Until changed by the parent or guardian • Until custody of minor changes (ie foster care placement) 	<ul style="list-style-type: none"> • Until changed by the parent or guardian • Until custody of minor changes (ie foster care placement)
Same Rights =	<p>The Responsible Party & the 2nd Responsible Party listed on the form both have <u>the same rights</u>. Either party may make decisions impacting the WIC visit, use WIC checks, or withdraw the child from WIC. Mom can take Dad off & Dad can take mom off.</p>	

PROOF OF ID – Examples

- Driver's License
- Birth Certificate *
- Medicaid Card *
- Passport with picture *
- I-94 Card (Refugee) *
- Migrant Card
- Military ID
- School ID
- Work ID
- Social Security Card *
- Marriage License
- Pay Stub
- Voter Registration Card
- Hospital Discharge Papers (within 30 days) *
- Credit or Bank Card



* Also used for children

-
- Purple Infant WIC Card – signed by hospital staff
 - Souvenir Birth Certificate – signed by hospital staff
 - Paternity Papers
 - Baptismal Certificate
 - Infant Wrist Band from hospital within 30 days
 - Worksheet for Infant's Birth Certificate



Foster Child

- Foster Care papers or assignment verifying placement
- Verbal verification from case manager or placement agency

Custody Issues

- Custody papers

Child left in care of friends or relatives

- Guardianship papers
- Signed & dated note from parent or guardian giving guardianship to another person

Children returning to care of parents

- Signed & dated note from guardian stating parents have custody back
- Letter or verbal notice from caseworker that child has been returned to parents

NOT ACCEPTABLE – Immunization records, Food Stamp EBT Card, Library Cards, Utility Bills, Mail with name on it

PROOF OF ADDRESS - Examples

Something mailed to client/responsible party that is postmarked within last 30 days (including name & street address on envelope or mailed document).



- Postmarked envelope or postcard
- Document received (including name & street address) dated within last 30 days
- Utility bill, cable bill, ADC check, current lease, property tax statement or appraisal form, pay check stubs or computer receipts with name & address

Less Commonly used:

- Map – showing location where they are living (may be hand drawn)
- Migrant card or migrant health card
- ACP Card (Address Confidentiality Program)
In this one exception, the PO box listed on this card can be used as proof of address. Do NOT require the client to disclose the true address

Proof of Address is Not Required for Victims in Domestic Violence Shelters – due to safety reasons, we do not want victims in domestic violence shelters or in hiding to provide their address. Complete the no proof box.

NOT ACCEPTABLE – bulk printed mail with no name, mail sent to “occupant or resident”, postmarked mail > 30 days old, check book, mail to a PO box with no address, driver's license, car registration, Medicaid or EBT Card

WIC WORDS



Certification Update

November 13, 2007
Topics Today:

- Residency requirements
- Acceptable proof of residency documents
- Not acceptable proof of residency documents
- Recording proof of residency
- Mailing address vs. street address
- Forgot or didn't bring proof of residency
- PO box & no street address
- No proof form

Recording proof of residency

Signature Form:

Staff should record the *type* of documentation shown for proof of residency on the certification form.

Computer:

The physical address that is listed on their proof of residency document is recorded in the appropriate computer field. (Refer to section on mailing address vs. street address on next page.)



Residency Requirements

- You must live in Nebraska to participate in the Nebraska WIC Program. Length of Nebraska residency is not a requirement. Applicants do not need to be U.S. citizens.
- All applicants must show written "proof" of Nebraska residency (i.e. *physical street address where they routinely live or spend the night*). A post office box number is not sufficient. This written proof of current residency must be shown at the initial certification visit, each subsequent certification visit, and for transfers from another area or state.

Acceptable Proof Of Residency documents



Some acceptable forms to prove residency that are *current* and include the applicant/responsible party's *full name and physical street address* could be:

- **Utility bill** within last 30 days
- **Rent or mortgage receipts** within last 30 days
- **Property tax statement or appraisal form** for current tax year
- **Residential lease** that is within current lease period
- **ADC check** for current month
- **Medicaid letter/card** for current month
- **Other postmarked mail** sent to responsible party including their name and address within the last 30 days; may mail yourself a letter or postcard
- **Foster care assignment letter**

Special Situations you may also see:

- **Map** – applicant may show living location on a map or hand draw a map indicating place of residence. This may be necessary in rural areas or small towns where all mail is received at a PO box and applicant has no written proof of street address.
- **Address Confidentiality Program (ACP)** – The Nebraska WIC Program accepts ACP certification cards as "Proof of Address" for WIC enrollment. In this one exception, the PO box listed on the ACP card should be used as the mailing address. WIC local agencies should NOT require the participant to disclose his/her true address.
- **Domestic violence shelters / victims:** Due to safety reasons, we do not want victims in domestic violence shelters or in hiding to provide proof of residency. Complete a no proof form.

NOT Acceptable Proof Of Residency documents



Documents that are not current, that are missing the applicant/RP's full name, or missing the physical street address cannot be used for proof of residency:

- Bulk printed mail sent to an address with no name on it
- Postmarked mail that is more than 30 days old
- Postmarked mail with only a name and PO box (but no address)
- Social Security card
- Immunization card
- Check book
- Driver's license
- Car registration
- Mail containing the name of someone other than the Responsible party/applicant
- Signed statement from someone else explaining your living situation



Mailing Address vs. Street Address



- The *mailing address* is a required field that must be completed in case we need to contact the client by mail. This is the address where the client receives mail, so it *may or it may not* be where the client actually lives. For example, it might be a PO box. (It cannot be left blank or it will hotsheet.). If the mailing address listed is a PO box, then you must also list the physical street address in the Street Address field.
- The *Street Address* field should be completed if the mailing address is a PO box or is a different address than where they are living. Use the Street Address to record the physical address where the client is living, if not already recorded it in the mailing address.

Forgot or Didn't Bring Proof of Residency



- If an applicant forgets to bring proof of residency, you may initially obtain the information verbally. Record the address they verbally tell you in the mailing address field. (It must be a Nebraska address.) Flag the chart that proof of this information is missing by highlighting the residency documentation section on the signature form.
- Provide a 30 day extension to bring in documentation of proof of residency.
- Issue checks for *only one month*, until client brings proof of address.
- If client brings proof of residency within 30 days, document proof seen on the signature form & date seen.
- If they don't bring in proof within 30 days, the grace period is over, and no additional checks should be given until proof is brought in.

P.O. Box only

- no written proof of street address?

People that live within $\frac{1}{4}$ of a mile from small towns are forced to receive their mail at a PO box. Anyone that receives mails at a PO box in NE, will also have a physical street address. However, not all people will have a piece of paper with their name on it, that includes their physical street address. It may not be possible to provide written documentation including their name and physical street address if they do not own the property or pays the utilities. In these limited situations, we may accept the following as proof of residency:

- 1) Map - client may show location on a map or hand draw a map. It would be helpful for the clinic to have maps available to help with this process.
- 2) Postcard mailed to self - The Local Agency may offer to provide a stamped postcard to mailed to applicant/responsible party using both the PO box and the Street Address.

No proof forms should not be used in this situation. Be sure to reassess residency at each cert visit.

No Proof Form

- A No Proof form may need to be used in rare cases where applicants are unable to provide proof of residency due to unavoidable circumstances.
- In situations, where residency *is unknown from day to day* such as victims of theft, fire, disaster, abuse, homelessness, etc., clients may be unable to provide proof of residency in Nebraska.
- In those rare cases, use the No Proof form to document the reason no proof of address is available. As part of the documentation requirement, the applicant must provide a written statement on this form explaining the situation. This form should *not* be completed for applicants that say they "forgot" to bring the required information.

Adjunct Eligible?

Use the chart below to help determine who in the family may be covered by adjunct eligibility.

Applicant or Participant	Medicaid Or Kids Connection	ADC	Food Stamps
Pregnant Woman	Self & All household members	Self & All household members	Self & All household members
Infant	Self & All household members	Self & All household members	* NA
Child Or foster child	Child only	Self & All household members	* NA
Any other household member	Child only	Self & All household members	Self & All household members

* The food stamp program identifies a head of household adult to receive food stamps for all household members, therefore, infants & children do not receive benefits individually but as a household. Children in the household of any adult receiving food stamps would be adjunct eligible.



CHILD ONLY

Only the child is adjunct eligible if the child is receiving.....

- Medicaid \ or Kids Connection
- Medicaid for Foster child under 5



ALL HOUSHOLD

All members of the household are adjunct income eligible if ANYONE in their household.....

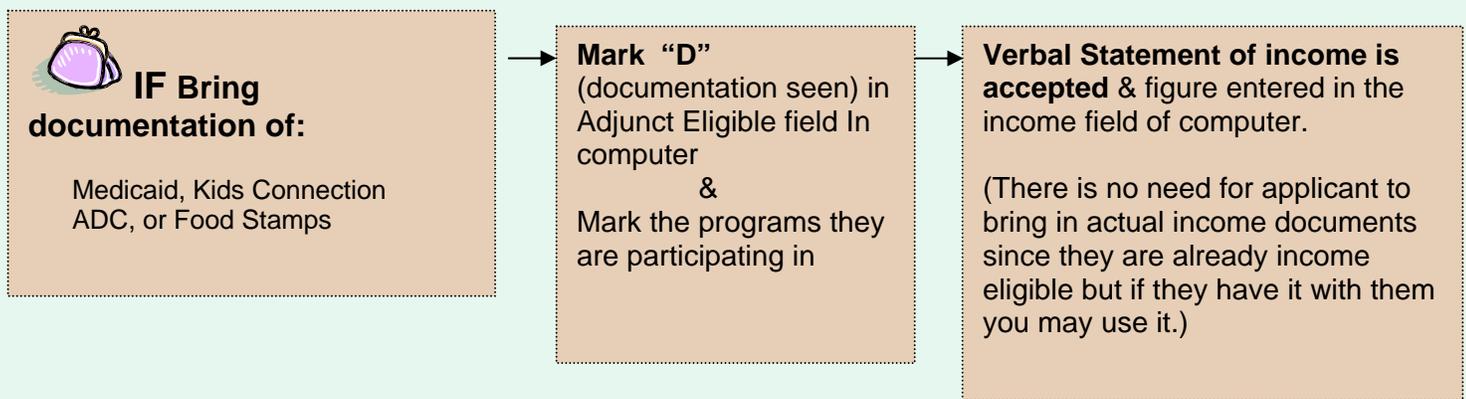
- Is an ADC recipient
- Is a pregnant woman currently on Medicaid
- Is an infant or unborn infant currently on Medicaid
- Is receiving Food Stamps

The presence of one of the above people in the household, makes ALL MEMBERS of the household adjunct income eligible.

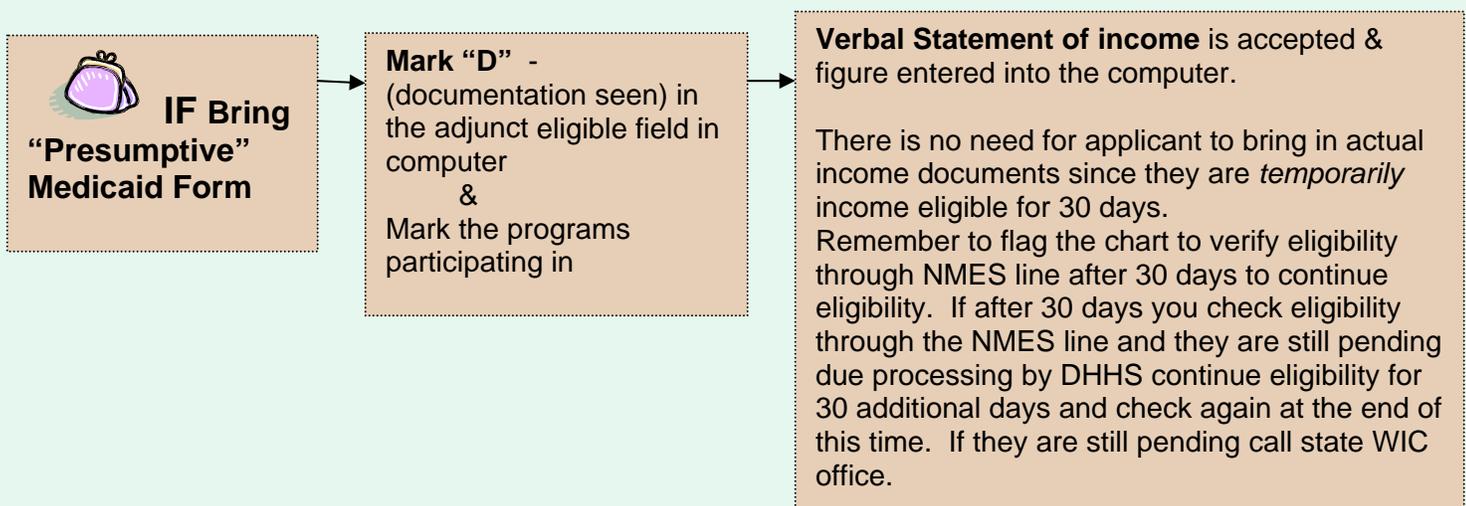
ADJUNCT ELIGIBILITY ASSESSMENT

- Applicants who can show proof of participation in ADC, or Food Stamps, or whose participation in Medicaid is verified are automatically income eligible for WIC because of their participation in these programs. Therefore, we *do not* require these applicants to bring in their income documents.
- Although WIC staff are not required to see actual income documents, they are still required to “ask” about income and record that figure in the computer. For adjunct eligible applicant’s, we may accept the verbal income figure provided.

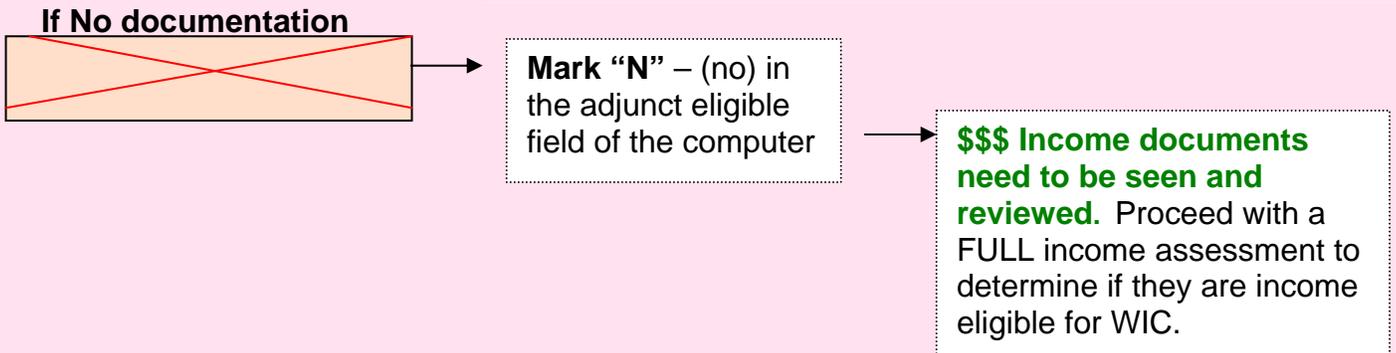
Applicants are adjunct income eligible if they bring current documentation of Medicaid, ADC, or Food Stamps:



Pregnant applicants that bring a “Presumptive” Medicaid letter at the initial cert visit, are considered *temporarily* Adjunctive Income Eligible for 30 days:



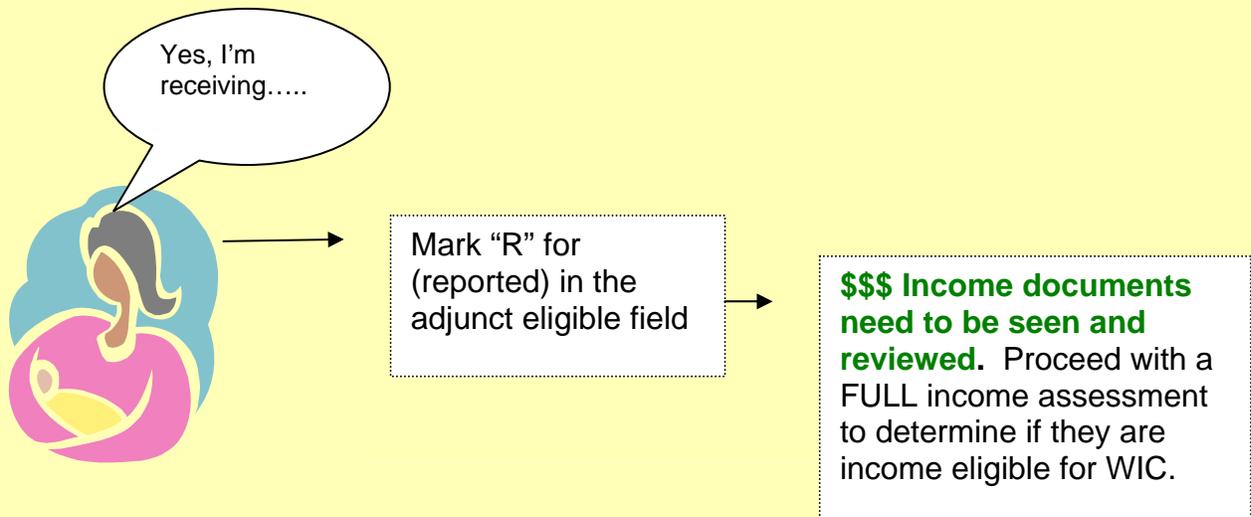
Applicants not receiving ADC, Food Stamps, or Medicaid are not adjunctively income eligible.



When Applicants tell you they are receiving ADC, or Food Stamps but do not have documentation, they are not adjunct income eligible.

OR

When Applicants tell you they are receiving Medicaid but do not have proof and participation cannot be verified, they are not adjunct income eligible.



Adjunct Income Eligibility – Things To Remember

Tr. Clinic 9/30/09

<p>Which programs confer income eligibility to WIC clients by their participation in that program?</p>	<p>ADC, Food Stamps, Medicaid, Kids Connection</p>
<p>Who does it apply to?</p>	<p>ADC: Anyone in the household receiving ADC confers eligibility to all members of the household. Food Stamps, Medicaid, Kids Connection: Pregnant women & infants confer eligibility to all members of the household; Children confer eligibility to themselves only.</p>
<p>What is acceptable proof of participation?</p>	<p>Medicaid card or letter with an issue date less than 30 days old; Verification of participation through NMES, Inquiry line or internet; Presumptive Eligibility notice for pregnant woman is good for the first 30 days of enrollment</p>
<p>What is not acceptable proof of participation?</p>	<p>Food Stamp EBT Card; Client telling you they are on program</p>
<p>What is reported participation?</p>	<p>When the applicant tells you they are participating in one or more of the programs, but do not have written proof and you are unable to confirm with the caseworker.</p>
<p>If reported what do you do:</p>	<ol style="list-style-type: none"> 1) Enter "R" in adjunct eligible field in computer system. 2) Enter program (ADC/ FS/ or Medicaid) they tell you they are participating in. 3) Ask all questions on the income assessment path cheat sheet 4) Ask to see physical proof of total household income. Participant must have physical proof of income.
<p>What is documented participation?</p>	<p>When the applicant has written/valid proof of participation in the program(s) OR participation is verified using an approved source.</p>
<p>If documented, what do you do:</p>	<ol style="list-style-type: none"> 1) Enter "D" in adjunct eligible field in computer system. 2) Enter program(s) that you see proof that they are participating in 3) Ask all income questions on the income assessment path cheat sheet 4) Enter amount of total household income in computer <p>Note: staff may use verbal income information provided as long as they have a current Medicaid/ADC/FS letter or verification</p>
<p>Presumptive Eligibility</p>	<p>A pregnant woman who shows a presumptive Medicaid letter at the initial certification visit, is considered to have written proof valid for 30 days.</p> <ol style="list-style-type: none"> 1) Enter "D" in adjunct eligible field of the computer system. 2) Document program(s) participating in, in computer system. 3) Ask all income questions on the income assessment path cheat sheet. 4) Enter amount in income field of computer system. <p>Participant does not need proof of income. After 30 days the actual Medicaid card with an issue date <30 days old must be shown to continue adjunct eligibility. If no card is available, verify participation as for any other Medicaid client</p>

Determining Household Size

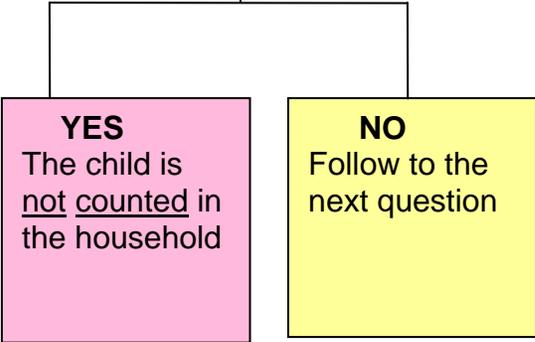
Situation	Question to Ask	Household Size
Foster Child	Is the child the legal responsibility of the state of Nebraska or another agency?	If Yes – household of one If No – include in household size
Institutionalized household member (disability, special school, room & board)	Do you pay financial support for the institutionalized person?	If Yes – include in the household size If No – do not include in household size
Child residing in another home	Do you pay child support? Is there court ordered custody? Do you have court ordered joint custody? Is the child living with another family in another country & family sending support	If Yes – child is not included in household If Yes – child is member of court ordered household If Yes – the child is a member of only one household (parent determines which of them enrolls child) If Yes -- the child is not considered a member of the household
Homeless	Do you lack a fixed and regular nighttime residence? Is your primary nighttime residence. . . A supervised public or privately operated shelter (including a welfare or congregate shelter) designed to provide temporary living accommodations? An institution that provides a temporary residence for individuals intended to be institutionalized?	If Yes – this is a separate household If Yes – count as separate household If Yes – count as a separate household

Determining Household Size

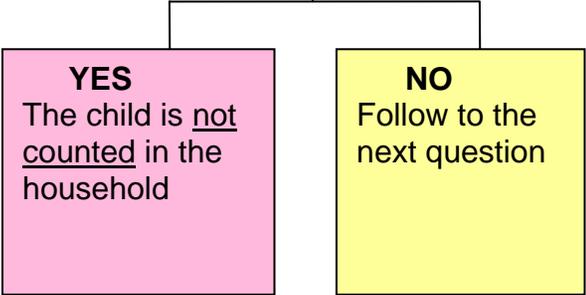
Situation	Question to Ask	Household Size
<p>Separate Families living in the same household</p>	<p>Does the household provide you with free food, clothing, shelter, etc. with no expectation of payment or in kind benefits?</p> <p>Do you pay the household for living in their home or exchange household chores for living expenses?</p> <p>Do you share income and expenses with other people?</p>	<p>If Yes – you are not a separate household – include in household size (Married couples cannot have separate households)</p> <p>If No – separate household</p> <p>If Yes – separate household – a person who is totally self supporting, regardless of where she/he lives is a household separate from the rest of those with whom she/he lives</p> <p>If No – include in household size</p> <p>If Yes – count as one household</p> <p>If No – count as separate households</p>

Child Residing in Another Home

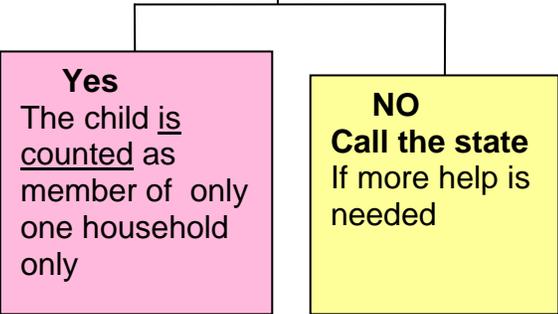
1. Do **you** pay child support?



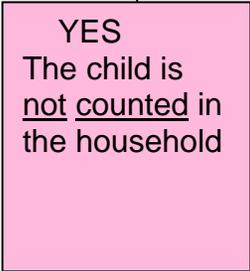
2. Does the **other parent** have court ordered custody?



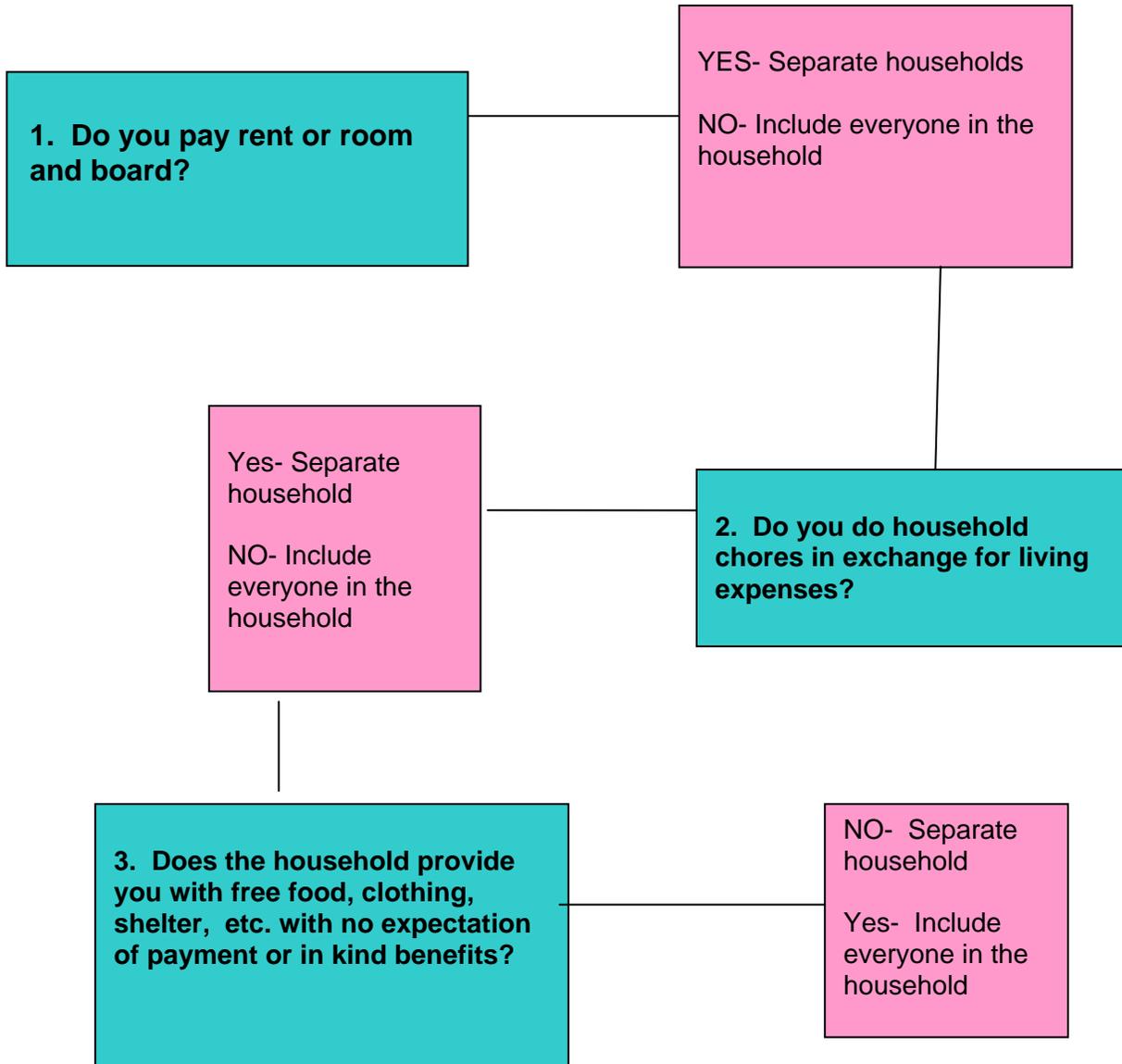
3. Do **you** have court ordered joint custody?



4. Is child living with **another family** in another country & sending support?

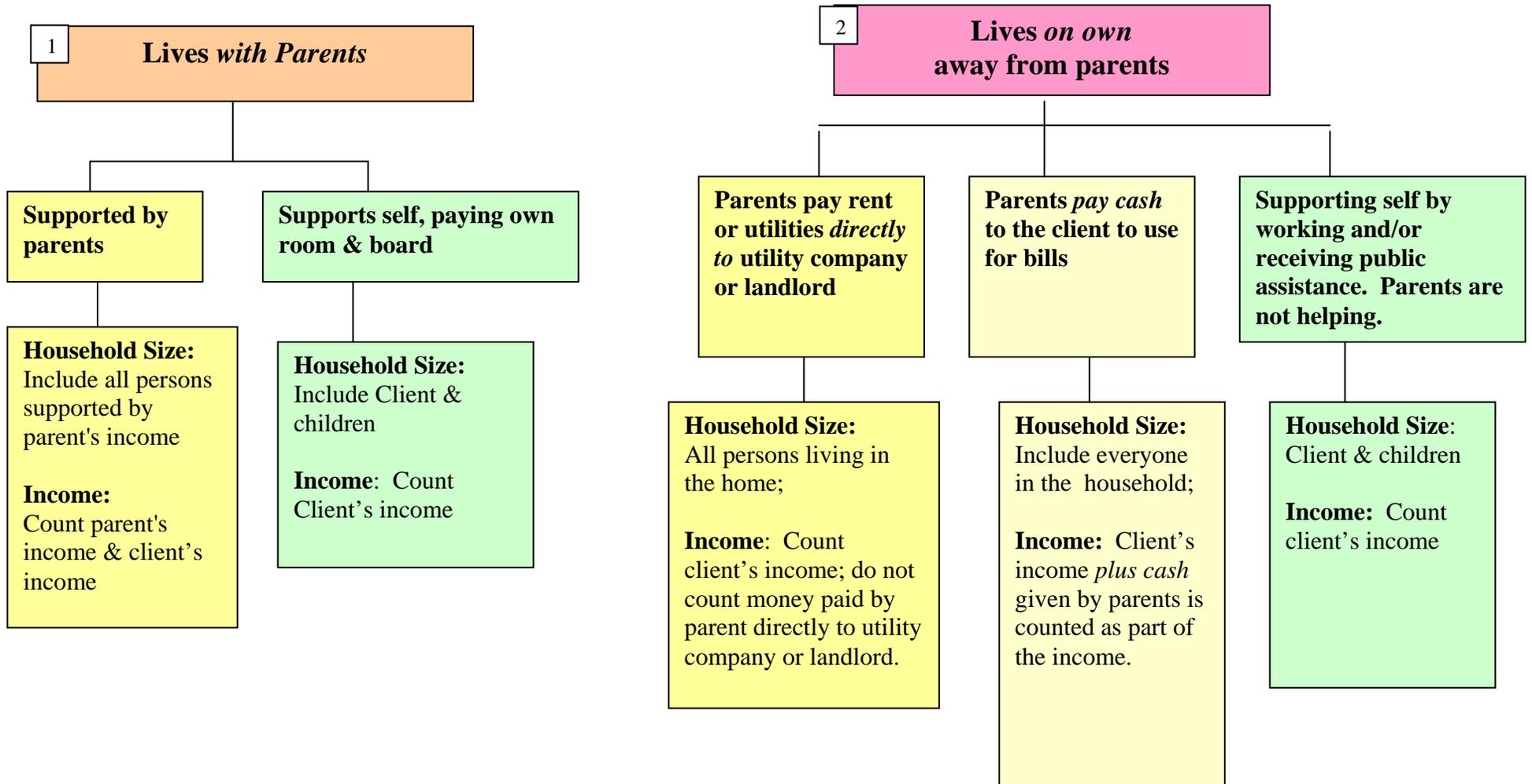


Separate families living in the same house

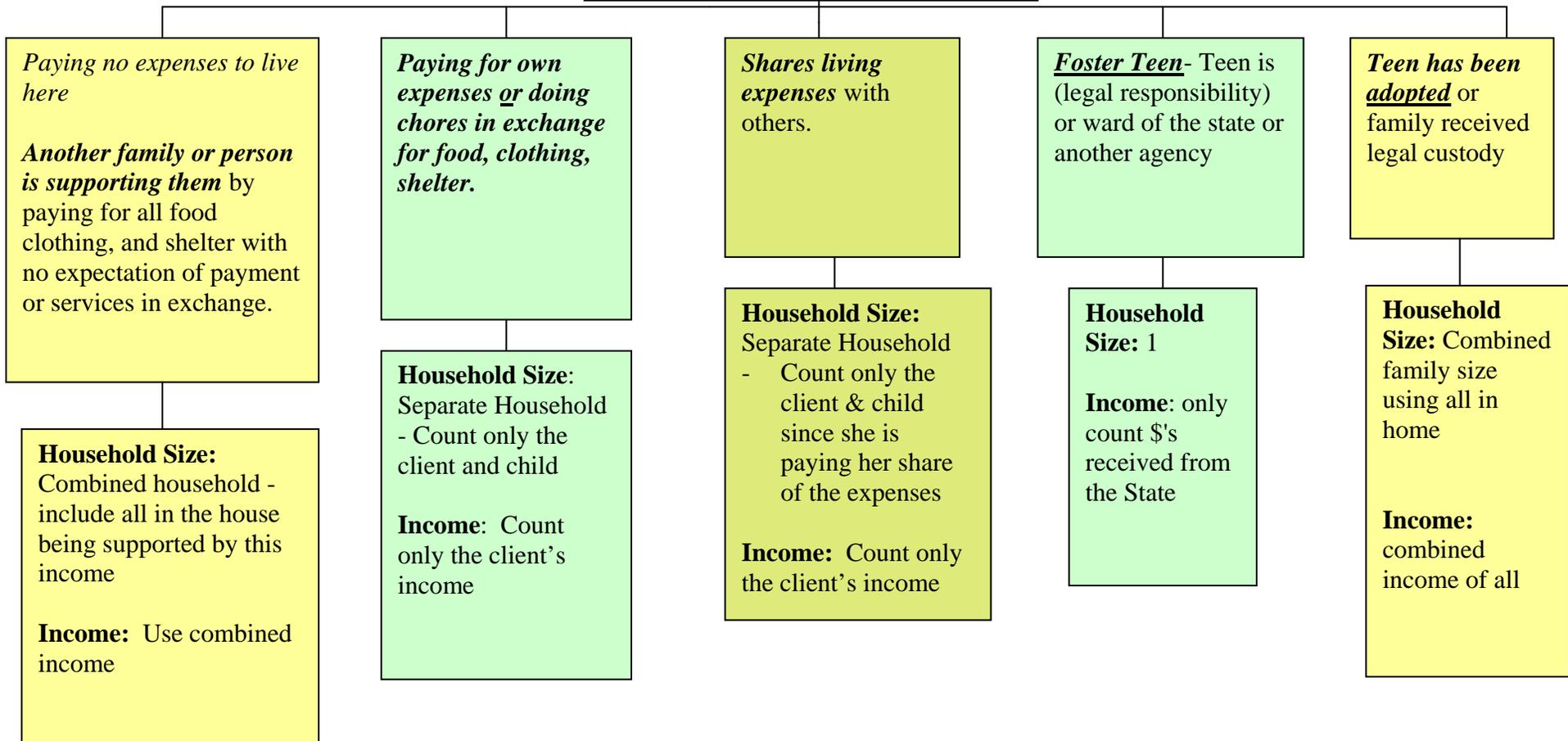




Teen & Young Adult Household & Income



**Lives with
another family or person**



Top 10 questions to ask teens about their household size and income

1. Do you support yourself?
2. Did you live on your own?
3. Are you living with parents or others who are supporting you?
4. Do you work or have income of your own?
5. If boyfriend is living at the same residence?
6. Does he work or have any income?
7. Do you pay for room and board with the people you are living with?
8. If you have no money coming in how do you pay for room and board?
9. Do you do things in exchange for paying room and board with the people you are living with? (Other than household chores that you have always been responsible for)
10. Have you applied for Medicaid or Food Stamps?

Teenagers living at home scenarios

1. Teen and her boyfriend are living with boyfriend's family. Both are going to school and not working.
2. Teen lives on her own with her boyfriend. Boyfriend is working.
3. Teen lives with her parents who are paying for all of her expenses.
4. Teen lives with her parents, works part time and is paying \$50.00 per month for room and board.
5. Teen lives with parents, works part time and is paying for her cell phone and her share of the food.
6. Teen lives with parents and is paying room and board of \$75.00 per month
7. Teen lives with parents and is not working but receives child support. She pays for her child's clothes, diapers and food. She gives her parents some money for utilities.



Income Assessment - Important Information to Know

What is Gross Income? Gross income is the amount someone receives for working before any taxes, insurance, or other deductions are taken out. Gross income includes money paid for bonuses and overtime worked. *If income varies* from month to month, than *averaging* total gross income over several months is necessary. Averaging over 6 months should be reflective in most cases where income is variable. (see handout)

What is Net Income?

Net income is the amount left after all of the taxes and other deductions are taken out. This is the amount the person actually takes home.

What is Current Income?

This is income received in the past 30 days.

What is Annual Income?

This is the amount received during the entire year.

When do you use Current Income?

Whenever the client has a steady income which is the same from month to month.

When do you use Annual Income?

Whenever the client's income varies from month to month OR

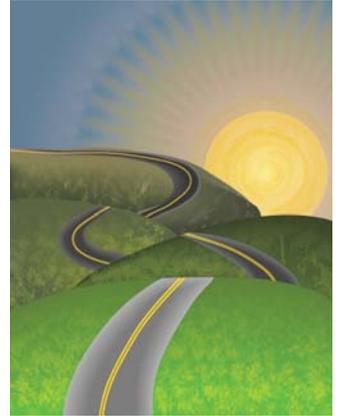
When they did not work part of the year.

Examples are: Self-employed, Seasonal workers (construction, farm help, roofers, migrant workers), Students, Salespersons paid on commission,

In general, you assess income based on what the family is receiving now or has received in the past 30 days. Exceptions are those listed above.



INCOME ASSESSMENT PATH



Explaining WIC Income Assessment to Clients:

“In order to qualify for WIC, you must meet WIC income guidelines. USDA requires that we see documentation for ALL sources of income or proof of Medicaid, Kids Connection, Food Stamps or ADC. This is needed for all people living in your household who receive income.”

Income Assessment Questions:

1. Are you working? (Review pay stubs for gross income; if missing use the stated amount)
How often do you work?
2. Does anyone else living with you work? (Review pay stubs from each job; if missing use stated amount)
3. Are you self-employed? (ie. farmer, rancher, babysitter)
(Review income tax or bookkeeping records; if missing use the stated amount)
4. Do you or anyone living with you earn income from the following sources?
 - a. Avon, Tupperware, Tastefully Simple, Home Décor, Pampered Chef, Candles
 - b. Paper Route
 - c. Any other similar type of incomeIf yes, ask how often and to see documentation. This type of income may be uneven or sporadic, average several months.
5. Do you or anyone living with you receive money from any of the following:
 - Social Security or disability (if yes, ask how often and to see documentation)
 - Pensions or retirement check
 - Unemployment check
 - Workers compensation check
 - Child Support or Alimony Support
 - Inheritance – last 12 months
 - Lottery winner – last 12 months
6. Do you or anyone living with you:
 - Receive money or financial support from parents, relatives, friends, or any other source on a regular basis
 - Use withdrawals from savings or trust accounts to live. (Routine substantial withdrawals from a saving's account should be counted as income. Call the State if you are unsure.)
7. Do you or anyone living with you:
 - Receive money from any other source we have not already discussed?(If yes, refer to procedure manual to determine if it counts as income)

**If no to all of the above questions,
then how do you currently pay for items like
food,
rent,
gas,
or other living expenses?**

Is zero income logical??

- Just lost their job? (Last 30 days)
- Just moved here?
- Living arrangements just changed?
- Living on student loans?
- In between jobs?
- On Family Medical Leave without pay?
- Started a new job, but have not received any pay yet.

INCOME & TYPE OF PROOF NEEDED



WIC counts all income for all people living in the household or economic unit. Gross earned income is used for most cases. Gross income is defined as all income before deductions are made for income taxes, employee social security taxes, insurance premiums, bonds, etc. Income includes the money for regular wages, bonuses, tips, commissions, & overtime pay.

If money is received from self-employment (by operating your own profession, trade, or business such as farming, renting, babysitting, crafts) then *net* income is used.

WIC also counts sources of income that are not earned, such as money received for child support & unemployment.

INCOME INCLUDES	PROOF OF INCOME INCLUDES
Working Income: Money received for services provided from employer. <ul style="list-style-type: none"> • Wages & Salary • Commission • Overtime • Fees 	<ul style="list-style-type: none"> ◆ Current pay stub(s) noting the pay time frame (weekly, bi-weekly, monthly, etc.) ◆ Signed statement from employer indicating gross cash earnings for a specified period.
Active Military Entitlements: (see military cheat sheet for listing of Entitlements to be included)	<ul style="list-style-type: none"> ◆ Recent (LES) Leave and Earnings Statement
Self-Employment - Net income from own business, profession or trade (ex. farm, crafts, hobbies, Tupperware, Pampered Chef, etc.)	<ul style="list-style-type: none"> ◆ W-2 forms or income tax return for the most recent calendar year. Line 34 on Form 1040. ◆ Accounting records for the self-employed
Social Security benefits	<ul style="list-style-type: none"> ◆ Check stub/award letter from Social Security stating current amount of earnings/bank statements.
Dividends or interest on savings or bonds, income from estates, trusts, or investments	<ul style="list-style-type: none"> ◆ Income tax return for the most recent calendar year ◆ Bank or account statements
Net rental income	<ul style="list-style-type: none"> ◆ Income tax return for the most recent calendar year
Public assistance or welfare payments (ADC, TANF); foster care	<ul style="list-style-type: none"> ◆ Check stub/award letter stating current amount of earnings ex. <i>ADC check</i> ◆ Foster child placement letter/foster parent award letter.
Unemployment compensation	<ul style="list-style-type: none"> ◆ Unemployment letter/notice ◆ Bank statement
Government civilian employee or military retirement or pensions or veteran's payments	<ul style="list-style-type: none"> ◆ Annual statement that shows monthly amount of retirement income.

INCOME INCLUDES	PROOF OF INCOME INCLUDES
Private pensions or annuities	<ul style="list-style-type: none"> ◆ Income tax return for the most recent calendar year
Alimony or child support payments	<ul style="list-style-type: none"> ◆ Divorce decree ◆ Award letter ◆ Copy of check received
Disability Payments	<ul style="list-style-type: none"> ◆ Check stub/award letter stating current amount of disability received/bank statements
Workers Compensation	<ul style="list-style-type: none"> ◆ Pay Stub showing benefits received ◆ Bank Statements ◆ Award letter/notice showing settlement amount for wages
Regular contributions from persons not living in the household. Includes <i>cash</i> payments for rent & utilities or money sent/given to family from person living in another location.	<ul style="list-style-type: none"> ◆ Letter from person contributing resources to the household ◆ Canceled check showing amount contributed to household ◆ Bank statement showing deposits
Non-educational based Trust, Savings, Inheritance Money: Actual withdrawals such as substantial savings accounts, investments, trust accounts, inheritance or other resources readily available for general use	<ul style="list-style-type: none"> ◆ Bank or account statements indicating regular draws on the account(s)
Net royalty payments: such as payments received for writing a book; use of property; extraction of oil, gas, and minerals from your property, use of your name.	<ul style="list-style-type: none"> ◆ Income tax return for the most recent calendar year ◆ Bank statement showing deposits ◆ Letter from source showing amount and date received

Based on Resource: Volume I: Clinic Services & Management; Citation: 246.7 (c), (d), & (i) (5) (i-ii); Annual Date: 11/2008

Cheat sheet updated - 4/1/10

NOT Counted as Income

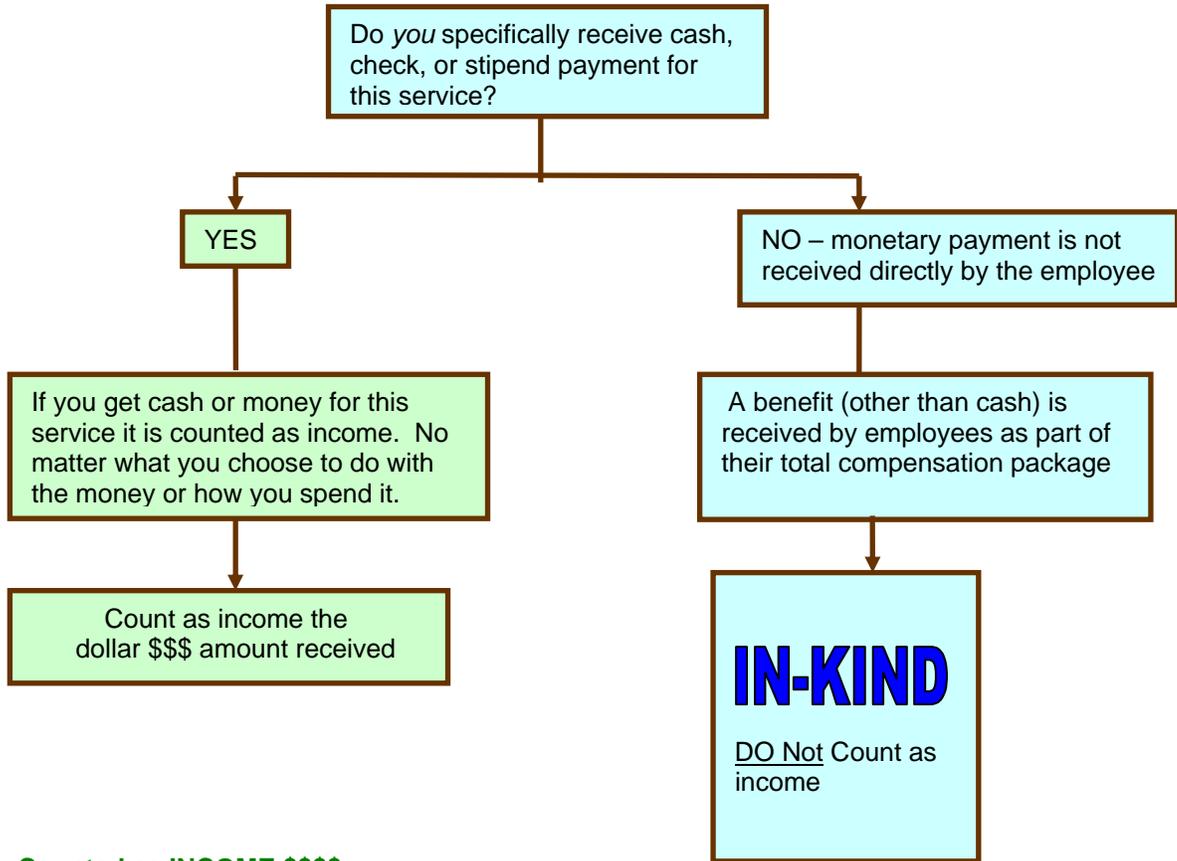
XXXXXXXXXXXXX XXXXXX DON'T COUNT XXXXXXXXXXXXXXXX

INCOME EXCLUSIONS:	EXAMPLES:		
Federal Program Assistance	- Medicaid - Food Stamps - School Lunch - Family Daycare Food Pgm	- Home energy assistance - Youth employee programs	- Public Housing - Child Care & Dev. Block Grant - relocation assistance - US land held in trust for Indians
Child's Income	Occasional earnings, such as: income from babysitting, mowing lawns.		
Gifts	Periodically received gifts.		
Loans	That must be repaid.		
Student Financial Assistance (Financial Aid)	Aid available from scholarships, student loans, grants, work study, stipends, assistantships & fellowships from federal, state, institutional, or private sources for students at post secondary schools. Any program funded under Title IV (Pell Grant, Supplemental Ed. Opportunity Grant, State Student Incentive Grants, National Direct Student Loan, PLUS, College Work Study, and Byrd Honor Scholarship programs). Also, payments received under Carl D. Perkins Vocational and Applied Technology Education Act.		
Educational Based Trust or Savings Account	A bank account in which money is held in trust to be used <i>specifically for educational</i> expenses.		
Non-Cash Benefits	Employer paid portion of health insurance and other employee fringe benefits, food or rent received in lieu of wages, the value of food and fuel produced and consumed on farms.		
In-Kind	The value of any non-cash compensation. Examples: housing provided to ministers or ranch workers. Meat/food provided to farm or ranch workers.		
Payment to Volunteers	♦ Under Title I (Vista, Ameri Corps etc.); ♦ Under Title II (Retired Senior Volunteer Program, Foster Grandparents, etc.); ♦ Under the Small Business Act		
Job Training Partnership Act	Payments received from the Job Training Partnership Act.		
Income Tax Credit	Income Tax Credit refunds or payments		
Prescription drug card subsidy	Any subsidy received through the prescription drug discount card program		
Lump-Sum Insurance Payments & Assistance	Insurance payments for fire & flood damage to a house, if used for replacement. <i>National Flood Insurance, Disaster Relief Act Payments, Emergency Assistance Insurance Payment for Flood & Fire.</i> Workers compensation payments for past or future medical payments		

INCOME EXCLUSIONS:	EXAMPLES:	
Military	Cost Of Living Allowance O CONUS COLA	For military staff living overseas. Listed as O CONUS COLA (Overseas Continental U. S. Cost of Living Allowance) on the pay stub.
	Family Housing Allotment BAH, FSA, OHA (For others see Military Code List)	Cash housing allowances for military personnel residing off military installations or in privatized housing whether on or off base. The value of in-kind benefits for on or off base. Listed as Basic Housing Allowance, Family Separation Allowance and Overseas Housing Allowance on pay stub.
	Family Subsistence Supplemental Allowance FSSA	For stateside & overseas military families who are below 130% poverty level. Listed as FSSA on pay stub.
	Veteran's Educational Assistance Act	Mandatory salary reductions for Veteran Educational Assistance Act
	Military Combat Pay, Imminent Danger Pay (IDP) Hostile Fire Pay (HFP) (For others see Military Code List)	Pay when serving in or deployed to a designated combat zone
	Agent Orange Compensation	
	Wartime Relocation of Civilians	
	Filipino Veterans Equity Compensation Fund payments	
	Old Age Assistance Claims Settlement payments	Except for per capita shares in excess of \$2000
	Earned Income Tax Credit refund payment	Tax forms
	Medicare prescription drug card subsidies	Any subsidy that a household receives through the prescription drug discount card program

Based on Resource: Volume I: Clinic Services & Management; Citation: 246.7 (c), (d), & (f) (5) (i-iii); Approval Date: 11/2008
NE Training Clinic Updated 12/11/08

In-Kind Benefits Test



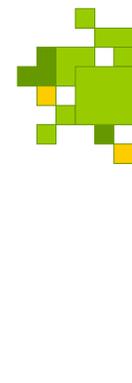
Examples: Counted as INCOME \$\$\$\$

- A minister is *paid cash* for the value of the rent/house payment. The minister in turn uses this cash to pay the house payment.
- A family who works on a ranch *receives money* in addition to the regular payment to purchase groceries.
- A salesman *receives additional money* as part of their pay to allow for the cost of renting a vehicle and a cell phone.
- A student *receives payment* for child care and then returns a portion to the employer for room and board.
- A business *pays a stipend* as part of the paycheck each winter to help offset utility bills.

Examples: IN-KIND

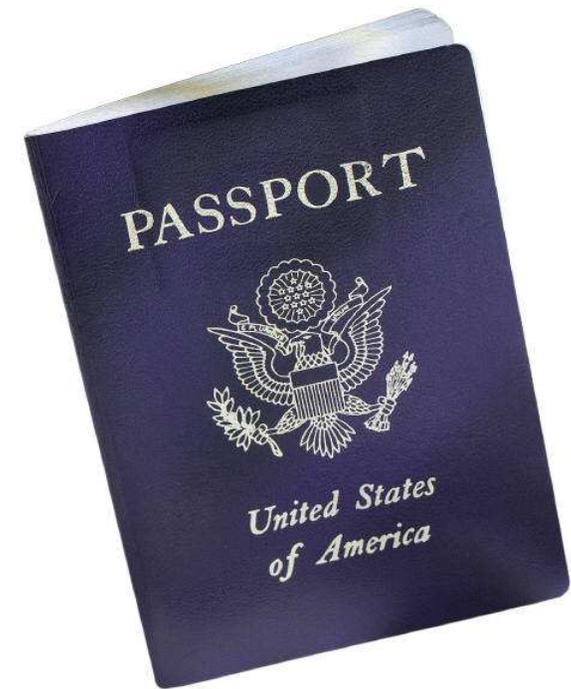
(Not Counted as Income)

- A minister is provided a house rent *free* by the church as part of the salary.
- A family who works on a ranch receives *free milk and beef* as payment.
- A food service employee receives *free meals*.
- A salesman is *given a car and cell phone* to use which is paid for by the employer.
- A *business pays the utility bills* directly to the utility company for employees as a benefit.
- A student provides child care and/or house cleaning in exchange for room and board. No cash exchanges hands.



Passport to Military Income

**Nebraska WIC
Program**



Nebraska WIC Program

301 Centennial Mall South
P O Box 95026
Lincoln, NE 68509-5026

Phone: 402-471-2781
Fax: 402-471-7049

MAY 2010

Determining Family Size & Income for Military Families

Tip 1: Service members deployed overseas or stationed in a location separate from their families are counted as part of the family here when determining income.

Tip 2: Children in the temporary care of friends or relatives—

There are 3 options to determine income:

- If absent parent(s) income is known, count the child(ren) as a family. Use the parent(s) income for the child(ren).
- If the parent is providing an allotment for the child(ren) consider the child(ren) their own family and count the allotment as the only income for the child(ren).
- When neither of the two previous options are applicable the children are considered a part of the family of the person(s) they are residing with.

Tip 3: When pay is received on a temporary basis, you may choose to consider the income of the family during the past 12 months as a more accurate indicator of the family's income status, as opposed to calculating income using the "current" rate.

Tip 4: Military Reserves & National Guards called to active duty may experience a drop in income so that they may become income eligible for WIC. The families current rate of income while on active duty should be used when determining income in most cases.

Tip 5: Lump sum payments such as retention bonuses and clothing allowances received in the current month should be averaged for 12 months. Many times these payments may put the family over income and ineligible for benefits. In these cases they may reapply the following month. At that time their income would be assessed using the current month's income that does not include the bonuses or other allowances.

Calculating Military Pay Using the Long Method

Reading a Leave & Earnings Statement (LES)

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT															
ID	NAME (LAST, FIRST MI)	SOC. SEC. NO.	GRADE	PAY DATE	YES DVC	ETS	BRANCH	ADJUSN	PERIOD COVERED						
	Snoopy the WWII Pilot			1-30 APR 10											
ENTITLEMENTS					DEDUCTIONS					SUMMARY					
TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT						
A	Base Pay 2414.40	Federal Taxes	2.69	* TOT END	10742.86										
B	BAS 233.87	FICA Soc Sec	00.00	* TOT END	537.27										
C	BAH 1077.00	FICA-Medicare	77.00	* TOTALP	1389.69										
D	Fly Pay 150.00	AGLI		* NET AMT	8815.9										
E	Spec Duty Pay 450.00	State Taxes	89.86	OR FID											
F	SRB 6035.99			* END P											
G	Clothing 381.60														
TOTAL					10742.86										

Possible Combat Pay Ask 3 Questions to determine if it counts as income.

Do Not Count as Income – Subtract from Total Entitlements

Clothing Allowance & Bonus covering more than one month:
 * Subtract from Total Entitlements
 * Divide payments by 12 (for monthly amount)
 * Add monthly amount to Total Entitlements

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																			
ID	NAME (LAST, FIRST MI)	SOC. SEC. NO.	GRADE	PAY DATE	YES DVC	ETS	BRANCH	ADJUSN	PERIOD COVERED										
				1					2										
ENTITLEMENTS					DEDUCTIONS					ALLOTMENTS					SUMMARY				
TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT												
A	4	5	6	7	8	9													
TOTAL							10	0					0						

- Step 1:** Check Entitlements for exclusions using **Military Code Chart**.
- Step 2:** Subtract the amount of any exclusions from total entitlements.
 $\$10,742.86 - \$1077.00 = \$9665.86$
- Step 3:** Subtract any one time entitlements from the final amount in Step 2.
 $\$9665.86 - \$6035.99 = \$3629.87 - \$381.60 = \$3248.27$
- Step 4:** Add all one time entitlements and divide by 12 to find the monthly amount.
 $\$6035.99 + \$381.60 = \$6417.59 / 12 = \534.79
- Step 5:** Add the monthly amount of the one time Entitlements to the Total Entitlements value found in Step 3.
 $\$3248.27 + \$534.79 = \$3783.06$
- Step 6:** Using this number complete income assessment for the family.

- 1 Service members name. Last, First, middle initial
- 2 Branch of service member is in. (Army, Air Force, etc.)
- 3 Period covered by the individual LES. Normally one month
- 4 Entitlements. Types of pay and allowances are listed here.*
- 5 Dollar amount paid for each entitlement
- 6 Deductions. Includes insurance, taxes, mid-month pay.*
- 7 Dollar amount deducted for each item.
- 8 Allotments. Includes savings and/or checking accounts, or bonds.*
- 9 Dollar amount of each allotment.
- 10 Total dollar amount of all entitlements.

* Up to 15 can be listed here. More than 15 items are listed in REMARKS

Combat Zones

DESIGNATED COMBAT ZONES (continued)	
<i>COUNTRY</i>	<i>AREA</i>
Lebanon	land
Liberia	land
Malaysia	land
Montenegro	land and airspace
Oman	land
Pakistan	land
Phillipines	land
Qatar	land and airspace
Rwanda	land
Saudi Arabia	land and airspace
Serbia	land and airspace
Somolia	land and airspace
Sudan	land and airspace
Syria	land
Tajikistan	land
Turkey	land
Uganda	land
United Arab Emirates	land
Uzbekistan	land
Yemen	land
Arabian Sea	north of 10 deg north lat, west of 68 deg east long.
Gulf of Aden	sea
Gulf of Oman	sea
Persian Gulf	sea and airspace
Somalia Basin	sea

Military Codes

Count as Income

Caution Ask Questions

Do Not Count

Code	Definition
ISP	Incentive Special Pay
LQA	Living Quarters Allowance
MIHA - Miscellaneous	Moving Housing Allowance
MIHA - Rent	Moving Housing Allowance - Rent
MIHA – Security	Moving Housing Allowance
MRB	Multiyear Retention Bonus
MSP	Multiyear Special Pay
NIB	Nuclear Career Annual Incentive Bonus
NPAB	Nuclear Power Accession Bonus
	Nuclear –Continuation Pay
OEP	Overseas Extension Pay
OHA	Overseas Housing Allowance
OCONUS COLA	Overseas Cost of Living Allowance
OTEIP	Army Overseas Tour Extension Incentive Pay
OVERSEAS COLA	Overseas Cost of Living Allowance
	Overseas Extension Pay
PCCA	Partial Civilian Clothing Allowance
RBMA	Reserve Basic Maintenance Allowance
RSMA	Reserve Standard Maintenance Allowance
SBP	Military Survivor Benefits Plan
SDAP	Special Duty Assignment Pay
SDIP	Submarine Duty Incentive Pay
SEA	Subsistence Expense Allowance
SEB	Selective Enlistment Bonus
SepRats	Separation Rations
SMA	Standard or Separate Maintenance Allowance
	Special Duty – Diving Duty Pay
	Specialty Pay
SR	Separation Rations
SRA	Standard Replacement Allowance
SRB	Selective ReEnlistment Bonus
	Standard Initial Clothing Allowance
SUPP CMA	Enlisted Supplementary Clothing Allowance
TDYCCA	Temporary Duty Civilian Clothing Allowance
TLE CONUS	Temporary Lodging Expenses in US
TLA	Temporary Living Allowance
TLA OCONUS	Temporary Lodging Allowance Outside US
TQSA	Temporary Quarters Subsistence Allowance
VI	Voluntary Indefinite Status
VBSS Duty	Maritime Visit, Board, Search & Seizure Duty
VSP	Variable Special Pay

Combat Pay

Combat pay may or may not be counted as income. You need to ask the 3 questions that follow.

Assessment Questions – use to determine if pay should be excluded as income.

1. Are they currently serving in a designated combat zone? (see following pages)
2. Did they begin receiving this pay after they were deployed to the combat zone?
3. Is the pay received in addition to the service member's basic pay?

If Yes to all questions =

Don't Count as income. The pay qualifies as combat pay.

If No to one or more questions =

Count as income. The pay does not qualify as combat pay.

Combat pay may be temporary. Average the family's income for 12 months to be most reflective of the current situation.

Combat Zones

DESIGNATED COMBAT ZONES	
<i>COUNTRY</i>	<i>AREA</i>
Afghanistan	land and airspace
Algeria	land
Azerbaijan	land
Bahrain	land and airspace
Burundi	land
Columbia	land
Congo	land
Cuba	service members performing duties with joint task force Guantanamo Bay Detention Facilities
Djibouti	land
East Timor	land
Egypt	land
Eritrea	land
Ethiopia	land
Greece	land (within 20k radius from center of Athens)
Haiti	land
Indonesia	land
Iran	land
Iraq	land and airspace
Israel	land
Ivory Coast	land
Jordan	land
Kenya	land
Kosovo	land and airspace
Kuwait	land and airspace
Kyrgyzstan	land

WIC WORDS



Certification Update

WHAT IS INCOME AVERAGING:

Income Averaging is a method to determine income eligibility by averaging uneven income amounts over a period of time. Income may be averaged for up to a 12 month period. However, income documentation may not always be available for that many months. In such special situations, staff may use a smaller number of months to determine income.

WHEN WOULD YOU USE INCOME AVERAGING:

Income is averaged when a worker's income varies:

- During maternity leave to care for baby
- When a worker's income varies from month to month
- When people are scheduled to work sporadically
- For self employed workers

USDA RECOMMENDS AVERAGING INCOME IN THE FOLLOWING SITUATIONS:

TEMPORARY LEAVE OF ABSENCE:

Persons who have taken a temporary leave of absence for any reason should have their income averaged using the income earned during the last 6 months.

MATERNITY LEAVE:

Women sometimes receive less income while on leave to care for their new baby. In those situations, use income averaging. Income for women on maternity leave is assessed by averaging all income earned during the previous 6 months. This includes any vacation, sick, or short term disability payments received during the period of time they have been on leave.

STUDENTS:

Students income may vary greatly. They might work part-time or not at all during the school year. They may work full-time during school & summer breaks. They may have a work study job. (Remember, work study is exempted as a source of income. It is considered the same as a Pell grant and is not counted as income for WIC.)

Students should have their income averaged for the last 6-12 months whichever is more reflective of their income.

CHILD SUPPORT:

Child support received must be reported as income by the family who receives the support. It may not be subtracted from the income of the person paying the support.

Child support payments that are *sporadic* or *where the amounts are unpredictable* should be averaged over a 6-12 month period.

Routine payments, both in timing and amount would be treated the same as any other source of income.

April 29, 2009

Topics In This Issue:

- What is Income Averaging
- When Would You Use
- Temporary Leave of Absence
- Maternity Leave
- Students
- Child Support
- Self Employed
- One Time payments
- Overtime
- Seasonal Income
- Census Workers
- Exceptions

SELF EMPLOYED

Self employed persons may include:

- Farmers/Ranchers
- Small business owners
- Persons selling Avon, Mary Kay, Candles, Home Décor, Pampered Chef, Tastefully Simple, Jewelry, or any other like items.
- Persons providing daycare in their home
- Persons delivering newspapers, either route, carrier drop off or dispenser filler.
- Persons providing Lawn care (mowing), or snow removal
- Persons doing home repairs

Self-employed persons use net rather than gross income when determining eligibility. Net income is determined by subtracting the self-employed individual's operating expenses from his/her gross receipts. Averaging the net income over the previous 12 months is recommended.

The best indicator of net income for WIC purposes is the previous year's tax documents. These documents will have the net income calculated. For persons who do not have a tax statement using bank statements or documentation from their accountant may be the best way to determine net income.

ONE TIME PAYMENTS:

Workers sometime receive additional money once a year, such as a Christmas bonus, additional clothing allowance, re-enlistment or hiring incentive. Although this money counts as income, we would average the amount over a 12 month period rather than counting the full amount during the pay period it was received.

OVERTIME - (Sporadic or Infrequent):

Many hourly paid workers might receive overtime pay for additional hours worked, so income varies from month to month. For these workers, average total income (including the overtime pay) for 12 months.

SEASONAL INCOME :

Persons who work in occupations which have fluctuations in income depending on weather or crops will have periods during the year when their income will vary dramatically. Examples include construction workers, concrete/asphalt workers, persons working for seed companies, harvesters, lawn care, and truckers.

Due to the fluctuations in income for clients in these occupations their income should be averaged for 12 months.

CENSUS WORKERS:

Most census jobs are short term and therefore the income for these families should be averaged for the previous 12 months to be more reflective of the family's income.

EXCEPTIONS:

Strikers – do not income average for workers on strike. Use their current income, which might be “0” or could include “strikers pay”.

Postpartum women who have quit their job after birth of baby – do not income average. Use current income.

Consistent pay each period – do not need to income average for workers who earn the same pay each time period. Use current income.

WIC WORDS



Certification Update

January 29, 2008

Topics Today:

- Income requirements
- Adjunct Income Eligible clients
- Acceptable proof of income documents
- Not acceptable proof of income documents
- Recording proof of income
- Current income or annual income
- Forgot or didn't bring proof of income
- In kind benefits
- Negative income
- If can't provide proof of income
- Zero Income

RECORDING PROOF OF INCOME:

Signature Form: The type of documentation you saw as proof should be written on the income line of the Signature Form at each certification visit.



INCOME REQUIREMENT

- The income limits for WIC are set by USDA and are revised each year.
- Applicants must show documentation that they meet these income guidelines or else that they qualify through other programs that make them income eligible.
- WIC uses **Gross Income** before any deductions are taken out when determining income eligibility.

ADJUNCT INCOME ELIGIBLE CLIENTS:

- A large portion of WIC applicants will be automatically income eligible for WIC. Those who bring current documentation of Medicaid, ADC, or Food Stamps are considered Adjunct Income Eligible for WIC, based on their participation in one of those programs. Even though WIC staff are not required to see actual income paystubs/documents for adjunct eligible clients, they are still required to "ask" about household income and record that figure in the computer.

THOSE THAT ARE NOT ADJUNCT INCOME ELIGIBLE:

- Applicants that are not adjunct income eligible (or cannot provide documentation that they are participating in Medicaid, ADC, or Food Stamps) must show *written* "proof" of income for everyone living in the household.

ACCEPTABLE PROOF OF INCOME DOCUMENTATION



- * Current pay stub(s) noting the pay timeframe (weekly, bi-weekly, monthly, etc.)
- * Signed statement from employer with gross cash earnings for specified period
- * Recent Leave and Earnings Statement, including CONUS COLA (Continental U.S. Cost of Living Allowance)
- * W-2 forms
- * Income tax return for the most recent calendar year
- * Accounting records for the self-employed
- * Award letter from Social Security
- * Bank statements
- * Foster child placement letter/foster parent award letter
- * Unemployment letter/notice
- * Divorce decree
- * Award Letter

UNACCEPTABLE PROOF OF INCOME



- Verbal Statement of Income except in very limited situations
- Documentation more than 30 days old
- Proof from previous employer
- Bank statement – it is not proof of regular gross earnings (only shows net)

CURRENT INCOME OR ANNUAL INCOME

- **Current Income:** Current income is income received by a household during the month prior to the individual's application.
- **Annual Income:** Annual income is income received by the family/household during the past 12 months.

Staff assigned to determining income eligibility shall consider both the annual and current income of the family to determine which is the better indicator of income the family is receiving at this point in time.



FORGOT PROOF OF INCOME

- If an applicant forgets to bring proof of income, you may initially obtain the information verbally. Record the income they verbally tell you in the income field. Flag the chart that proof of this information is missing by highlighting the income documentation section on the signature form.
- Provide a 30 day extension to bring in documentation of proof of income.
- Issue checks for *only one month*, until client brings proof of income.
- If client brings proof of income within 30 days, document proof seen on the signature form & date seen.
- If they don't bring in proof within 30 days, the grace period is over, and no additional checks should be given until proof is brought in.

IN KIND

A benefit (other than cash) received by employees as part of their total compensation package
Examples included: housing, utilities, vehicles, food and gas provided or paid by employer.

In Kind benefits **ARE NOT COUNTED AS INCOME**

NEGATIVE INCOME

When an applicant shows no profit or a loss for the year (i.e. farmers, self-employed), be sure to document on the WIC Signature Form an explanation of the individual's income (i.e. individual shows loss of \$5,000, farm family).

IF CAN'T PROVIDE PROOF OF INCOME:

There will be times when applicants are unable to provide proof of income to WIC staff. Examples of these situations are homeless families, persons who are paid with cash, migrant farm workers, and undocumented workers.

See if someone who has knowledge of the applicant's income (i.e. caseworker, employer, or pastor) will complete an Income Letter for the applicant.

When staff feels that requiring the applicant to provide income documentation would present an unreasonable barrier to participation, the applicant may self declare their income.

When an applicant has absolutely no way of providing proof they may self declare their income.

When it has been determined that no proof of income exists or that providing proof would be a barrier to services a **No Proof Form** should be completed by the applicant and placed in the file. The form should specify why the applicant could not provide documentation of income.

The situation should be reevaluated each certification visit.

ZERO INCOME....

Except in very rare cases, zero income is not an acceptable statement of income. If the individual is homeless or unemployed, they may have no source of income or support. If this is the case, document on the WIC Signature Form using the income line why income is being reported as zero.

When zero income is reported, the applicant should be asked to describe in detail their living circumstances and how they obtain basic living necessities such as food, shelter, medical care and clothing.

Leading questions such as where are you getting food, where are you living, who is paying the rent or mortgage payments, and how long has the family been without income will give insight into how the applicant is supported.

WHAT TO DO WHEN PROOF IS MISSING OR UNAVAILABLE

	30 Day Extension & 1 mo. of checks	Income Letter	No Proof – Box For Income, Identity, or Residence
What is it?	A One Time, (30 day grace period), provided to participants when they do not bring one or more pieces of information needed to assess & document eligibility at a certification visit.	Letter completed by the employer verifying income received by participant. The Income Letter is provided to applicants by WIC staff; to be completed within the next 30 days.	Box on signature form for documenting exceptions to the requirement to provide proof of ID, Residency, or Income.
When is it used?	Use when a participant has the information needed but: <ul style="list-style-type: none"> - Forgot or didn't bring it - Brought the wrong thing - Brought incomplete or invalid information - Lost it & can get a Replacement - Didn't bring it all (ie. household income) 	Use when participant does not receive a pay stub or other verification of income or is paid with cash.	USED RARELY. Used when the participant has absolutely no physical proof and is <i>unable</i> to obtain any physical proof of income, residency, or identity within the next 30 days. (Some examples might include circumstances such as theft, homeless, domestic violence, & victim of natural disaster impacting their ability to obtain some of the documentation needed to assess eligibility.)
How long good for?	30 days only	Current certification period	Current certification period
Who completes?	WIC Staff completing intake information document the 30 day extension	Employer or representative of employer who has knowledge of participant's income.	WIC staff completes for participant with information provided by participant; client initials.
Additional instructions	30 Day Extension Given – (red box on signature form) <ul style="list-style-type: none"> - Complete the section on the signature form identifying the pieces of information you are waiting to receive - Highlight & check mark the documentation missing 	Nebraska WIC Program Income Letter – <p>They must document the following:</p> <ul style="list-style-type: none"> - Employer name & contact information - Name of employee - Amount paid to employee listed & how often paid <p>-Employer or representative signs & dates the form.</p>	No Proof – Box on Signature Form <ul style="list-style-type: none"> - Indicate what piece of missing information the no proof box is used for - ie. No proof of Income, residency, or identification. - Complete area explaining the <i>reason</i> no proof is available. - Client initials <p style="text-align: center;">DO NOT USE FOR “0” Income</p>

NO PROOF BOX

This is found on the signature form

<input type="checkbox"/> New Cert <input type="checkbox"/> ReCertification <input type="checkbox"/> ReEnroll <input type="checkbox"/> InState Transfer <input type="checkbox"/> Out of State Transfer <input type="checkbox"/> Presumptive <input type="checkbox"/> Custody Change Date Cert Expires: _____											
Date of Certification: _____ Client Present: <input type="checkbox"/> YES <input type="checkbox"/> NO, Reason: _____											
IDENTIFICATION									RESIDENCY		
Proof Seen	DL	NE WIC Fldr	SS Card	State/ Frgn ID	Work/ School ID	BC	Purple WIC Card	Hosp BC	Other (list)		
Adult	<input type="checkbox"/>	<input type="checkbox"/>									
Minor	<input type="checkbox"/>	<input type="checkbox"/>									
Proof Seen	MC	Mail	Ck Stub	Lease	Other List						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
INCOME							30 DAY EXTENSION GIVEN			NO PROOF	
Proof Seen	MC	Pay Stub	SS/ SSI	Tax Form	Child Supp	Other (list)		Minor ID	Adult ID		
	<input type="checkbox"/>			Residency							
								Income			
								Date Proof Seen:			
<input type="checkbox"/> Zero: Reason why _____									<input type="checkbox"/> Res <input type="checkbox"/> ID <input type="checkbox"/> Income 1		
									Reason: 2		
									Client Initials 3		
Staff Signature/Title			Income Assessment		ID/Residency Assessment		Nutrition Risk Assessment		Food Package Prescribing		Check Issuance
_____			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
_____			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
_____			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
_____			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Notification That Benefits Are About to Expire Was Given On: _____									By: _____		
Ineligibility Documentation Given On: _____									Staff Initials: _____		Termination Code/Reason: _____

Complete the No Proof Box in rare circumstances when client is physically not capable of bringing in proof

- 1** Check the corresponding box indicating what proof (ID/residency/income), client is unable to provide
- 2** Write in the reason no proof is available on the "Reason" line
- 3** Have client initial the bottom line of the box

Missing - Proof Of Identity - Responsible Party



If client fails to bring proof of Identity to the certification visit then.....

Determine the reason
client didn't bring a valid proof of ID to the visit.

Forgot to bring Or Didn't bring

- Brought wrong thing
- Incomplete ID
- Invalid ID

Physically unable to bring

- ◆ Victim of domestic violence
- ◆ Victim of natural disaster

Give 30 day extension
to bring in proof of identity & document this on signature form

Complete No Proof Box on Signature Form

- Only use in the situations listed above.
- Check the corresponding box indicating client is unable to provide proof of ID
- Write in the reason no proof is available on the "Reason" line
- Have client initial the bottom line of the box

Issue checks for only 1 mo.
No additional checks beyond that can be until client brings in proof of identity

Issue checks as usual, using verbal information provided by client regarding identity.

If Client does NOT bring ID w/in 30 days

If Client BRINGS ID w/in 30 days

(Note: The ID folder issued by clinic at prior visit does not count as ID in this case)

Benefits are discontinued
No additional checks can be given until proof of ID is brought in

Document proof of ID seen on signature form & date

Issue checks as usual

Note: A No Proof section of the Signature Form is good for one certification period. If needed for more than one cert. period, contact the State.

- ◆ The No Proof section on the Signature Form is NOT ALLOWED for adults, because the responsible party should be able to obtain a valid ID within 30 days. (Except in cases of domestic abuse or natural disaster.)
- ◆ If other situations arise, call the State.

Missing - Proof Of Identity - (Infants & Children)



If client fails to bring proof of Identity to the certification visit



Determine the reason,
client didn't bring a valid proof of ID to the visit.

**Forgot to bring
Or
Didn't bring**

- Brought wrong thing
- Invalid ID
- Incomplete ID

Physically unable to get proof within 30 days ie - theft, homeless, domestic violence victim

Give 30 day extension
to bring in proof of identity & document this on signature form

Complete the No Proof Box on the Signature Form

- **USED RARELY.**
- Check the corresponding box indicating client is unable to provide proof of ID
- Write in the reason no proof is available on the "Reason" line
- Have Responsible Party initial the bottom line of the box
- Do not use this box for clients who "forgot"

Issue checks for only 1 mo.
No additional checks beyond that can be issued until client brings in proof of identity

Issue checks as usual, using verbal information provided by client regarding identity.

If Client does NOT bring ID w/in 30 days

If Client BRINGS ID w/in 30 days

Benefits are discontinued
No additional checks can be given until proof of ID is brought in

(Note: The ID folder issued by clinic at prior visit does not count as ID in this case)

Document proof of ID seen on signature form & date

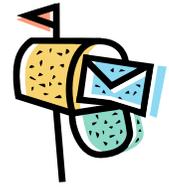
Issue checks as usual

Note: A no proof box on the Signature Form is good for one certification period. If needed for more than one cert. period, contact the State.



Missing - Proof Of Address

If client fails to bring proof of Address



Determine the reason,
client didn't bring a valid proof of physical address to the visit.

* PO BOX ONLY
* NO Street Address available
RURAL AREAS/SMALL TOWNS ONLY

* Forgot to bring
* Didn't bring
* Brought wrong thing

Residency is unknown from day to day such as in:

- theft, homeless, migrants, domestic violence victims;
- or in situations it is unsafe to provide address

Have applicant show place they live on a map or draw a map

Screen residency based on verbal information provided.
(Record address in computer. Must be a NE address to receive WIC.)

Complete a No Proof Box on the Signature Form

- **USED RARELY.**
- Complete in rare circumstances when client is physically not capable of bringing in proof
- Check the corresponding box indicating client is unable to provide proof of address
- Write in the reason no proof is available on the "Reason" line
- Have client initial the bottom line of the box

Do not use this box for clients who "forgot"

Document "map" on residency line of sig. form

Issue checks for only 1 mo.
No additional checks beyond that can be given until client brings written proof of address

Record the PO box in the mailing address field of computer

Give 30 day extension to bring in proof of address & document on signature form

Type "NONE" in street address field

If Client does NOT bring w/in 30 days

If Client BRINGS w/in 30 days

Benefits are suspended – Grace period is over
No additional checks can be given until proof of address is brought in

Document proof of address seen on signature form & date

Continue with cert & Issue checks if eligible

Continue with cert & issue checks if eligible.

Note: A no proof fbox is good for one certification period. If needed for more than one cert. period, contact the State.

WIC Program Explanation For Clients:

- WIC provides nutrition & breastfeeding education and support, supplemental foods, and referrals.
- All clients will receive a nutrition assessment to help identify their individual needs.
- WIC foods are prescribed for each individual client.
- These foods are supplemental and may not meet all of your needs. Additional foods may need to be purchased.
- You will be notified when your benefits are about to expire. WIC will reassess your situation for continued eligibility.
- WIC staff will help you achieve your nutrition and health goals for you and your family.



Rights & Responsibilities Check List:

- Everything you tell me is the truth to the best of your knowledge and may be verified.
- If you are enrolling a child or infant, you must be their legal guardian, custodial parent, or foster parent.
- All information you give us is private.
- You may only get checks from one WIC program at a time.
- You may not receive CSFP (Commodity Supplemental Food Program) while receiving WIC for the same person.
- The foods given by WIC are only for the WIC client.
- If you do not follow the WIC program rules, you may receive sanction points. If you accumulate too many sanction points you can be taken off WIC.
- Standards for eligibility for WIC are the same for everyone, regardless of race, color, national origin, age, disability or sex.
- If you feel you have been discriminated against you may file a complaint.
- If you disagree with a decision regarding your eligibility, you may request a fair hearing.
- Please be on time for all appointments. If you are unable to keep the appointment, please call the local agency number on your ID folder.
- Report address and/or phone changes at your next scheduled appointment.
- IF APPLICABLE - Presumptive eligible pregnant women found to have no nutritional risk within the first 60 days of certification will be terminated immediately and receive no additional benefits.
- You are encouraged to participate in the health assessment, referrals & nutrition education available through WIC.
- If you do not follow the rules for using your WIC checks, or sell or give away your WIC checks or foods you may be asked to repay the WIC Program the value of the WIC foods received.
- Your signature on this form allows staff from other programs to see your information for purposes of outreach, referral, and eligibility. They cannot share the information with anyone else.
- Intentionally making a false or misleading statement or intentionally misrepresenting, concealing, or withholding facts may result in paying the state agency, in cash the value of the food benefits improperly issued to you and may subject you to civil or criminal prosecution under State and Federal law.

Participant Violations & Sanction Table

<p>Failure to return the WIC Food Instrument Card </p>	<p>Educate </p>
<p> Signing a WIC check before presenting it to the vendor for purchase or failure to sign a WIC check at the store</p>	
<p>Using a check before the first date to use or after the last date to use.</p>	
<p>Purchasing WIC approved foods or formula in amounts greater than listed on the WIC check   </p>	<p> Educate & Assign sanction points  5 Points for 12 month duration</p>
<p> Redeeming a WIC check for food at a non WIC store or primary contract infant formula at a special purchase store</p>	
<p>Exchanging WIC formula at the store without approval of WIC Staff </p>	
<p>Purchasing WIC foods that are not specified on the WIC check</p>	
<p> Accepting WIC foods or formula from a person other than the WIC program.</p>	
<p>Verbal abuse or threat of physical abuse to WIC staff, Vendor employees or fellow clients </p>	<p>Educate & Assign sanction points  10 Points for 12 month duration</p>
<p>Changing a check or redeeming an altered check </p>	
<p> Redeeming a WIC check reported as lost or stolen</p>	
<p>Purchasing a non-WIC category food or a non-food item with a WIC check    </p>	

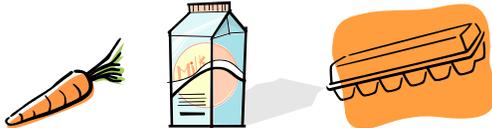
Giving away WIC food or formula



Purchasing formula in a type or form not specified on the WIC check



Sale or exchange of WIC food or formula for cash or credit



Receiving benefits from 2 WIC agencies or from both WIC & CSFP at the same time



Misrepresenting information, concealing or withholding facts, or making false or misleading statements to receive WIC food or checks

Physical abuse to any WIC staff, Vendor employee of fellow clients



Using WIC checks to purchase alcohol or tobacco



Selling WIC checks



Educate & Assign sanction points



10 Points for 12 month duration

Assign Sanction Points & Disqualify



20 Points and disqualify for 12 month duration

Alternate shoppers

An alternate shopper is unrestricted in the number of times they may redeem the checks at the store, however, they must have the WIC folder with them and have signed it.



An alternate shopper is limited in the number of times they may pickup checks at the WIC clinic.

- Clients on a **bimonthly cycle** may use an alternate shopper **one time every 6 months**.
- Those clients on a **monthly cycle** may use an alternate shopper **two times every 6 months**. The alternate shopper must have the WIC folder with them.



Alternate shopper **is not** allowed to bring in missing information that was not provided at the cert visit, unless they are also the enrollment proxy.

An alternate shopper may also be the enrollment proxy.



Alternate Shopper & Enrollment Proxy – Differences

	Alternate Shopper 	Enrollment Proxy 
When used and what they can do?	When a responsible party <ul style="list-style-type: none"> wishes someone else to pick up their WIC checks from the WIC clinic wants someone else to use their WIC checks at the store 	When the responsible party is unable to bring a minor to the clinic for a certification visit due to work, illness, school, etc. They may choose someone else to bring the child, sign the WIC forms and pick up checks at that visit.
Who can be one?	Anyone of a responsible age designated by the responsible party.	One adult specified by the responsible party. (Must be an adult 19 or over)
Who cannot be one?	WIC Staff cannot be alternate shoppers for clients	WIC staff cannot be enrollment proxies for clients No one under age 19 can be an enrollment proxy
Number allowed?	Two per family Exception: Families with a pregnant, breastfeeding or postpartum woman receiving WIC benefits may have three alternate shoppers. One of the three must be the woman's husband or significant other.	One per family
How long good for?	Until changed by the responsible party	Until changed or voided by the responsible party
Who can change?	Only a responsible party may change.	Only a responsible party may change.
What else can they do?	Attend ed visit in place of responsible party Can do a six-month check for an infant	Nothing else
How to complete the form?	<ul style="list-style-type: none"> Responsible party indicates the names of the persons they wish to be an alternate shopper. Sign and date the card 	<ul style="list-style-type: none"> Responsible party indicates the name of the person they wish to act as an enrollment proxy. Sign and date card
What if NO proxy or alternate shoppers are desired?	Responsible party should check the box indicating no proxy or alternate shopper is desired. Sign and date card	Do not complete a card

Client Status Chart

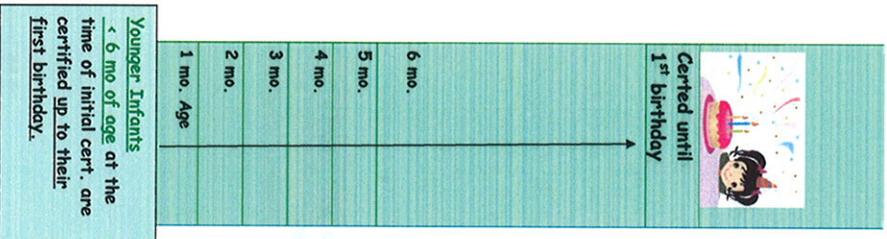
F1 – Use Help Screen

	COMPUTER CODE	DEFINITION
INFANT & 1 year old	IBF	Infant Breastfed - FULLY or MOSTLY (0-12 months)
	IPB	Infant Breastfed - SOME (0-12 month)
	IFF	Infant Formula Fed - NO breastfeeding (0-12 months)
	CH1	Child 1 year (12-23 months)
CHILD	CH2	Child 2 years (24-35 months)
	CH3	Child 3-4 years (36-59 months)
PREGNANT	PGT	Pregnant teen age 17 or <
	PGW	Pregnant woman, age 18 or >
DELIVERED	BF1	Teen or woman - FULLY or MOSTLY breastfeeding an infant that is 0-12 months old.
	BF2	Woman or teen - SOME breastfeeding an infant 0-12 months old.
	PPT	Teen, age 17 or < - whose infant is less than 6 months of age & is NOT breastfeeding
	PPW	Woman - whose infant is less than 6 months old & is NOT breastfeeding

Breastfeeding Definitions

Fully Breastfeeding	Infant is fed breastmilk for <i>all feedings</i> Infant does not receive WIC formula
Mostly Breastfeeding	Infant is fed breastmilk for <i>nearly all feedings</i>
Some Breastfeeding	Infant is fed breastmilk <i>at least 1 time per day</i>

Infants - Length Of WIC Cert. Periods



MAY extend or shorten cert period by 30 days for Infants

- Reasons to extend or shorten a cert period (same schedule requested, illness, no transportation, clinic overbooked, work or school conflict, forgot to bring child, brought wrong child)
- Documentation – notes area of computer & for paper file
- Checks provided – 1 month

NE WIC Training
 Clinic 11/13/09

Length Of WIC Certification Periods

PREGNANT WOMEN & TEENS	
+6 weeks after baby born	
9 mo.	
8 mo.	
7 mo.	
6 mo.	
5 mo.	
4 mo.	
3 mo.	
2 mo.	
1 mo.	
Pregnant Woman - PGW	Pregnant Teen - PGT

Pregnant Women & Teens - Certified for the duration of pregnancy & up to 6 weeks postpartum.

May NOT extend or shorten cert period for Pregnant Women & Teens

NE WIC Training
 Clinic 11/13/09

Length of Certification Periods

Postpartum Women & Teens



6 mo. after delivery
5 mo.
4 mo.
3 mo.
2 mo.
1 mo.
PPW & PPT

(PPW & PPT) Postpartum Moms
 Whose Infant is NOT Breastfeeding - certified to 6 months after delivery date of baby.

May NOT extend or shorten cert period for PP or BF Women & Teens

Breastfeeding Women & Teens



Up to 1 yr PP, or until stop BF

11 mo.
10 mo.
9 mo.
8 mo.
7 mo.
6 mo.
5 mo.
4 mo.
3 mo.
2 mo.
1 mo.
BF1 & BF2

BF2 (Some BF)
 - Food Benefits End at 6 mo. but Nutrition Ed & BF Support are still available until 1 yr PP or until quit BF

(BF) Breastfeeding mom - A woman who is BF her baby may be certified until 1 year postpartum, or until she stops BF, whichever occurs first.

If BF stops during the first 6 months, her certification may continue until 6 months postpartum.

If BF stops any time after 6 mo. postpartum, her certification period ends.

NE WIC Training Clinic
 11/13/09

Length Of WIC Certification Periods

Children < 5 years



6 mo. Intervals

5 mo.
4 mo.
3 mo.
2 mo.
1 mo.
Child CH1, CH2, CH3

Children - certified at the time of entrance into the WIC Program & at 6 month intervals, up until the child's 5th birthday.

MAY extend or shorten cert period by 30 days for Children

- Reasons to extend or shorten a cert period (same schedule requested, illness, no transportation, clinic overbooked, work or school conflict, forgot to bring child, brought wrong child)
- Documentation - notes area of computer &/or paper file
- Checks provided - 1 month

NE WIC Training
 Clinic 11/13/09

Adjusting the Length of Certification Periods

When You Can Use:

In cases when participants are unable to be present at the scheduled appointment. **OR** It is for the convenience of the WIC clinic.

Examples Include: Illness, Car Trouble, No Transportation, Clinic Overbooked, Mom wants to have all family members certified at the same appointment, forgot to bring child or brought wrong child

Categories Allowed For

- Children
- Infants



Categories Not Allowed For

- Pregnant Women & Teens
- Postpartum Women & Teens
- Presumptively Eligible Woman or Teen
- Breastfeeding Moms



Length of Time Certification Period May Be Reduced or Extended:

30 days or less.

Documentation:

A notation should be made in the “Notes” area of the computer record and/or the paper file of the participant explaining why the certification period was adjusted.

Benefits Provided:

- Checks are issued for the month the certification period was adjusted.
- When certification is extended and the client is ineligible at the certification appointment, No Checks Are Issued.
- When certification is reduced and the client is ineligible at the certification appointment Checks Are Issued for the Length of the Original Certification Period. Clients are not penalized for allowing certification to be determined early.

WIC WORDS



Breastfeeding Update

February 2010

Notifying BF2 women – “Some Breastfeeding” of changes to benefits and food package when infant is 6 months of age.

- Flow sheet of options for staff – pg 2
- Staff Instructions – pg 2
- Q & A – pg 3

- On October 1, 2009, the new WIC food packages were implemented. One of the significant changes involve women who are both breastfeeding & formula feeding their infants – specifically those that fall into the “Some Breastfeeding” (BF2) category and whose infants are 6 months old.
- Moms that are doing “some breastfeeding” but are getting more formula for their baby than WIC allows for partially breastfeeding moms, will no longer be eligible to get WIC foods for themselves. Their baby will continue to get formula
- WIC staff are required to notify WIC clients about this change, how it impacts their WIC benefits and the options that are available to them.
- Notification can be given to breastfeeding women with babies 4 – 5 months old, during the WIC clinic visit before the baby turns 6 months old. BF2 women should be given the informational half sheet pictured below.
- Checks can be issued for the BF2 woman through the month the baby turns 6 months of age.
 - If mom is doing more BF, but is not quite in the “mostly” BF category, the WIC CPA should visit with her about what it would mean if she would choose to BF an additional amount.

Important Information about WIC Checks

For Moms with Infants 6 Months or Older, Doing Some Breastfeeding

WIC supports breastfeeding by offering the largest variety and quantity of WIC foods to moms who are “fully breastfeeding” their babies.



Change in Food Benefits for Mom

Are you able to breastfeed more & take less formula?

Now that your baby is 6 months of age or older, (or will be by your next appointment) and because you are currently doing some breastfeeding *but getting more formula for your baby than WIC allows* for partially breastfeeding moms, you will no longer get WIC checks for yourself at your next appointment.

You will still be on the WIC program and will continue to get breastfeeding support and nutrition education until your baby turns one year old.

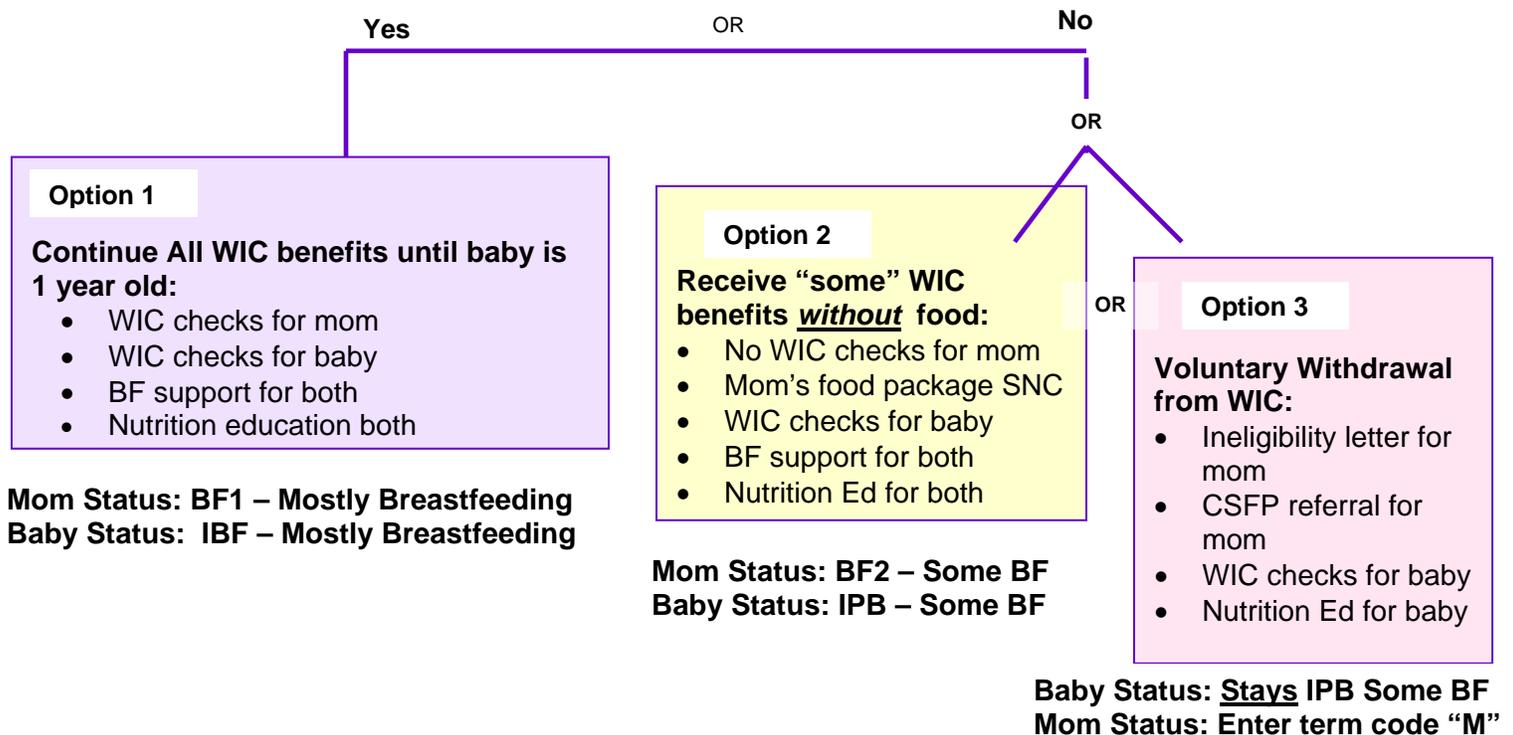
If you decide to do more breastfeeding and get less formula, then you *may* be able to continue receiving WIC checks for yourself until your baby turns one.

Talk to your WIC Nutritionist or Nurse to help you decide what is best for you and your baby.

Staff Instructions - Notifying Women Who are 6 Months Postpartum & Doing "Some" Breastfeeding about Food Package Change

- For BF2 women with an infant 4-6 months of age – provide the informational ½ sheet Important Information about WIC Checks for Moms with Infants 6 Months or Older, Doing Some Breastfeeding.
- The following 3 options are available for these clients:
 - Option 1 - If the WIC mom is able to do more breastfeeding and take less formula, she may be able to continue receiving WIC checks for herself as well as nutrition education and breastfeeding support. This option should be discussed with the client.
 - Option 2 – The mom can remain on WIC and continue to receive breastfeeding support and nutrition education until the baby turns one year old. No WIC checks are received for the mom.
 - Option 3 - Voluntary withdrawal from WIC. Some women may chose not remain on WIC to get the breastfeeding support and nutrition education, if they aren't getting WIC checks for themselves. These women may voluntarily withdraw from the WIC program. If a woman chooses to withdraw, staff can provide a referral to CSFP.
- The flow chart below summarized the 3 options:

**Is the mother able to increase
breastfeeding & take less formula?**



Q & A's - 6 mo. (Some BF) Notification

Q – Can clients that are 6 months (Some Breastfeeding) that receive no food package continue on WIC just for nutrition education AND ALSO receive food benefits from CSFP?

A – No, if mom chooses to stay enrolled in WIC and receive nutrition education, she cannot receive CSFP.

Q – If a 6 month (Some BF) mom decides to withdraw from WIC, when can she go to CSFP?

A - If she chooses to voluntarily withdraw from WIC, then WIC staff needs to provide an ineligibility notification letter and identify the date of her last checks. She would not be eligible for CSFP until the next month because she would have received WIC checks during the month of her WIC ineligibility letter.

Q - If a 6 month (Some BF) mom withdraws from WIC do we need to terminate her in the computer?

A – Yes, it will be very important to terminate her in the computer so we get an accurate participation count. This also ensures that she will not show up on the dual participation report for CSFP. Use the voluntary withdrawal term code “M”.

Q – If a (Some BF) mom does not want to be on WIC anymore and wants CSFP, how soon can she get CSFP benefits? For example if she got WIC checks January 15, can she get CSFP at the beginning of February?

A – Yes, because CSFP goes by the month. It is not considered dual participation if participation is the next month.

Q – Is a 6 month (Some BF) mom that has the SNC package (no food checks) but receives nutrition education considered a participant? Will she be counted in the participation total on the 301 report since she is not getting checks?

A – Yes, the mom would be counted as participating. The mom’s record is linked to her baby’s record so if baby receives checks; mom will be counted as participating.

Q – Do women that are “fully” or “mostly” breastfeeding have to get this notification?

A – No. The “fully” and “mostly” BF women (BF1’s) may participate and receive checks for themselves until their baby reaches 12 months of age. This notification policy ONLY applies to “some breastfeeding” (BF2) women.

Q – What if a “fully” or “mostly” breastfeeding woman changes to “some breastfeeding” after the baby is 6 months old?

A – If a “fully” or “mostly” BF woman (BF1) changes her status to “some breastfeeding” (BF2) after her baby is 6 months of age – she would then need to be given the notification and receive 1 final month of checks.

TT Types

TT1 - New Cert

Use for:

- New clients applying for WIC
- TT8 Pre-Certs that come in for the full certification (Note information previously taken over the phone in a TT8 must still be assessed ie. income, residency, ID and documentation reviewed.)
- TT9, Presumptive Eligible clients that return in 60 days for a full certification
- Client left pending in a TT1

TT2 – ReCerts

Use for:

- Re-certifying an active client
- Clients pending that were left in a TT2

Do NOT Use for:

- Presumptive Eligible (TT9) clients returning after 60 days
- Six month check or visit for infants (use a TT4)
- Making changes to an active record in a current cert period

TT3 Re-Enroll

Use for:

- Re-enrolling any inactive client
- Use to re-enroll inactive clients from another agency/clinic (w/o doing instate transfer)
- Clients left pending in a TT3
- TT9 Presumptive eligible clients that return AFTER 60 days

Do NOT Use for:

- Reversing a termination on a client that is in a current certification period

TT4 Change

Use for:

- Making changes to an active client
- Infant mid-cert updates or six month update visits
- Changes to food packages
- Clients left pending in a TT4

Do NOT Use for:

- making changes to a TT9 (Presumptive)
- making changes to a TT6 (out of state transfer)

TT5 In-State Transfer

Use for: Transferring clients between local agencies, clinics, and sub-clinics in Ne.

Note: This TT type is NOT AVAILABLE on laptops; on laptops, use a TT6 to certify transfers not on your laptop

TT6 Out-State Transfer

Use for:

- Enrolling an out of state WIC client
- Making changes to a client in a current certification period that was certified through a TT6
- Clients left pending in a TT6
- Use on laptops for clients transferring from one clinic to another clinic that is not on the laptop.

Note: If this client was ever active in NE WIC, use their inactive ID #.

TT7 Terminate

Use to:

- Terminate an active client

TT8 Pre-Cert

Use when:

- Taking preliminary information over the phone for a new client

Note – system will assign a temporary ID beginning with a “P”. When client shows up for a face to face certification, use TT1.

If client never returns for certification, the number will automatically be deleted after 90 days

TT9 Presumptive Eligible

Use to:

- Enroll a new pregnant client for up to 60 days. (If return within 60 days then must certify in a TT1)
- Change an active client's data that was originally certified through a TT9 (within 60 day period)
- Enroll an inactive client as presumptive eligible
- Make changes to a client left pending in a TT9

Note: A presumptive Eligible certification expires after 60 days, if client returns AFTER 60 days, then need to use a TT3 (Re-enroll).

You must choose one of the two following ethnic categories:

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.
- **Not Hispanic or Latino:** A person of any other ethnicity other than those listed above.

You must choose at least one, and may choose more of the racial categories that you (or your child), identify with.

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South American (including Central American), and who maintain tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, Middle East, or North Africa.

Debe seleccionar una de las siguientes categorías étnicas:

- **Hispano o Latino:** Una persona de origen Cubano, Mejicano, Puertorriqueño, de América del Sur o Central o de cualquier otra cultura u origen Español, sin importar la raza..
- **No Hispano o Latino:** Una persona de cualquier otro origen a las listadas arriba.

Debe seleccionar por lo menos una o más de una categorías raciales con las que UD o su niño se identifiquen.

- **Indio Americano o Nativo de Alaska:** Una persona cuyos orígenes sean de la gente original de América del Norte o Sur incluyendo a América Central y que mantenga afiliaciones o nexos tribales.
- **Asiático:** Una persona cuyos orígenes sean de la gente original del lejano oriente, Sureste de Asia, o sub-continente Hindú incluyendo a Camboya, China, India, Japón, Corea, Malasia, Pakistán, las islas Filipinas, Tailandia, Vietnam.
- **Negro o Afro Americano:** Una persona cuyos orígenes sean de la gente original de cualquiera de los grupos raciales negros de África.
- **Nativo Hawaiano u Otra Isla del Pacífico:** : Una persona cuyos orígenes sean de la gente original de Hawai, Guam, Samoa, o cualquier isla del Pacífico.
- **Blanco:** : Una persona cuyos orígenes sean de la gente original de Europa, Medio Oriente o Norte de África.

Change of Custody During a Current Cert. Period

Do: Always call the Help Desk to get instructions for Family ID #

Do: See Adult ID

Do: See Custody Papers for child or infant

Do: Complete new signature form (R&R, voter, dual participant, RP, 2nd RP & alternate shopper)

Do: Assess household size, income &/or adjunctive eligibility

Do: New address, phone

Do: New ID Folder

Do Not: See Nurse

Do Not: See Nutritionist

Do Not: See child or infant

Do Not: Change the cert period

Change of Custody - To a Foster Home

Things to remember:



Always call Help Desk to receive instruction for family ID

- See Adult ID
- See child placement agreement
- Complete new signature form (R&R, voter, dual participation, RP, 2nd RP & alternate shopper)
- Record income - amount received for foster care payment
- Family size - always 1 for foster child
- Foster Care - yes
- New RP name
- New address & phone
- Proof of address
- New ID Folder
- See CPA – Assign Food Package/ Nutr Ed

Do Not: Need to see child

DO NOT CHANGE THE CERTIFICATION PERIOD

Enrolling Infant of a Foster Care Teen

Infant or Child Not in Foster Care

ID for foster teen

ID for child or infant i.e.
Birth certificate or crib card etc.

Rights & Responsibilities
Dual Participation
Voter Registration.

1st RP - Teen Mom
2nd RP - Teen Dad

Family ID# - Same as teen mom (different than foster family)

ID folder - issue directly to Teen

Adjunct Eligibility - Determine:
D = documentation seen
R = Reported; papers not seen
N = Not receiving ADC/FS/Med

Household Size = (Baby + anyone else in household who is not in foster care)

Infant or Child IN Foster Care

ID for foster parent of the infant or child

ID for child or infant i.e.
Foster placement papers

Rights & Responsibilities
Dual Participation
Voter Registration.

1st RP - Foster Parent
2nd RP - Foster Parent

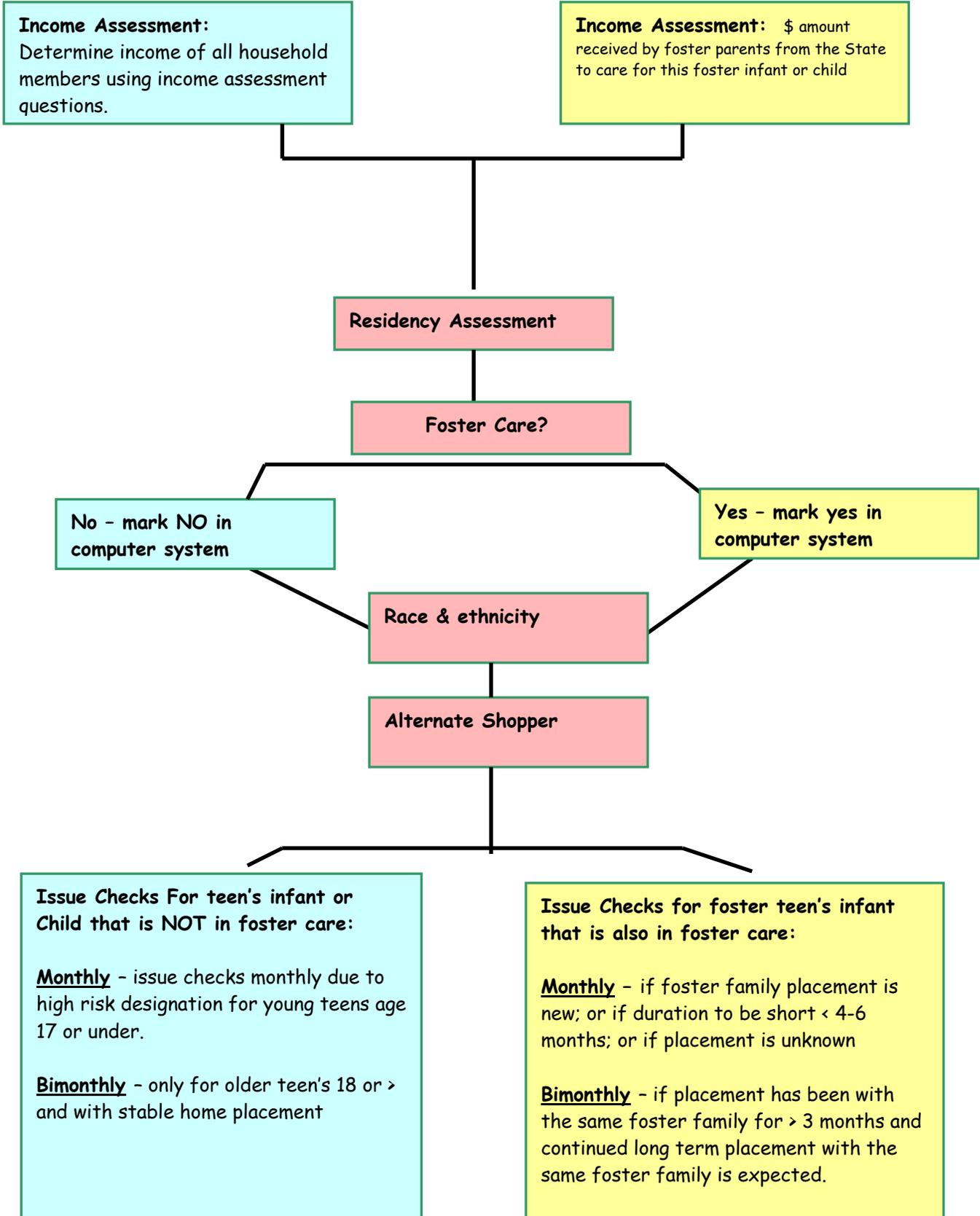
Family ID# - Foster Parent's ID#

ID folder - issue directly to Foster Mom

Adjunct Eligible - Foster children are on Medicaid
D = documentation seen
R = Reported; papers not seen

Household Size = 1 (Baby only since baby is in foster care)





Foster Teens Enrolling Themselves into WIC

Foster Teens Needing Help Enrolling into WIC



Foster Teens may enroll & re-enroll themselves into the WIC Program in the presence of their Foster Parents.

Foster Teens Needing Help to Enroll into the WIC Program
Some Foster Teens may not be ready to take on the responsibility to enroll in WIC themselves. If they are not, the Foster Parent should enroll the teen.

ID for Responsible Party
ID for foster teen - See Placement letter or get verbal confirmation from case manager

Rights & Responsibilities
Dual Participation
Voter Registration

Family ID# - NEW number needed even if foster parents already have a family ID number

1st RP - Foster Teen
2nd RP - Foster Parent

Signature of RP
- Foster Teen sign

ID Folder - issue directly to foster teen

1st RP - Foster Parent
2nd RP - Foster Teen

Signature of RP
- Foster Parent sign

ID Folder - issue directly to foster parent

Adjunct Eligible - Foster children are on Medicaid
D = documentation seen
R = Reported; papers not seen

Household Size of Foster Teen = Always 1 (even if pregnant)

Statement of Status Form - mark the first option

* I am currently residing in a foster home or other placement through DHHS

Income Assessment: \$ amount received by foster parents from the State to care for this foster teen; and any income from other sources for the foster teen.

Residency Assessment
- information in teen's name

Residency Assessment
- information in foster parent's name

Mark as foster child -
mark yes in computer

Race & ethnicity

Alternate Shopper

Issue Checks:

Monthly - if foster family placement is new; or if duration to be short < 4-6 months; or if placement is unknown

Bimonthly - if placement has been with the same foster family for > 3 months and continued long term placement with the same foster family is expected.

WIC WORDS



Certification Update

October 30, 2008

Topics Today:

- What is Foster Care
- Who may be in foster care
- Who are foster parents
- Family Size
- Adopted Children
- Determining Income
- Acceptable Proof of Placement & Identity
- Statement of Status
- Responsible Parties
- Assigning Family ID Numbers
- High Risk Designation
- Check Issuance
- Alternative Living Situations – Not Foster Care

STATEMENT OF STATUS FOR FOSTER TEENS:

A Statement of Status form should be completed for each teen who is currently placed in foster care. The first option on the form would apply to these teens.

WHAT IS FOSTER CARE:

Foster care is a system by which certified, stand-in "parent(s)" care for minor children or teens who have been removed from their birth parents or other custodial adults *by state authority*. The foster care parents receive money from the state to care for the child.

WHO MAY BE IN FOSTER CARE:

Any infant, child or teen who has been maltreated or neglected, or has been found to be delinquent.

WHO ARE FOSTER PARENTS:

Any individual or family licensed or approved by the State to provide care to state wards. They may or may not be relatives of the foster child. Foster placement with a relative may take time and be of "pending" status. Foster care placement with the foster parent may be coordinated through the state and other agencies such as Visanet, Heritage Home, or Cedars Home for Children.

FAMILY SIZE :

All foster children are considered a family of one. They may be part of a larger "foster family" **BUT** for WIC eligibility purposes they are counted as a family of 1.

Adopted Children:

If the foster child leaves foster care and is adopted into a permanent home subsidized by DHHS, the child is no longer in foster care and therefore is no longer a family size of 1. All household family members are counted for adopted children.

DETERMINING INCOME:

Foster children are always on Medicaid and therefore adjunctively income eligible for the program.

Each foster child's income consists only of payments made to the foster family by DHSS for the care of that child. This may also include money received for respite care, clothing, mileage etc. given to the foster parents for care of the child. That income figure should be entered into the computer system. Any additional income earned/received by the foster parent(s) is excluded from the income calculations for foster children.

ACCEPTABLE PROOF OF FOSTER PLACEMENT & IDENTITY:

Many foster placements occur as a result of a crisis situation. Therefore, the foster parents may have little or no documentation regarding a child's identity or placement. Other methods of identification you can use when this occurs are:

- Foster placement letter from the case manager
- Verbal statement from HHS caseworker or CPS to WIC staff confirming that the child has been placed with the foster family.

WHO IS THE RESPONSIBLE PARTY?

The responsible party(ies) for clients in foster care is/are the person(s) designated by DHHS as the caregiver for that client. This is usually the foster parent(s).

The exception is when the case manager has determined that a teen needs to take responsibility for accessing services. In these situations the teen is listed as the 1st responsible party and the foster parent is listed as the 2nd responsible party.

HOW TO ASSIGN FAMILY ID NUMBERS:

A family ID number is used to identify a group of individuals with a common link. In Nebraska this link is the same responsible party.

The same family ID number is used for every client with the same responsible parties.

Children & infants in foster care - would be assigned the foster parent's family ID number.

Foster teens - are assigned their own family ID number. If the teen was on WIC before and she is the only person in that family you can use the existing ID number.

Infants whose mom is in foster care, but they are not, would be issued a new familv ID#

FOSTER PLACEMENT & HIGH RISK DESIGNATION:

Children who have been placed or moved from one foster care home to another during the previous six months are determined to be high risk according to Nebraska WIC Risk Criteria.

As high risk clients, education must be provided by a CPA.

Alternative Living Situations That Are Not Considered Foster Care

It is sometimes difficult to distinguish between foster care and other living situations. Not all alternative living situations are considered foster care.

The following situations are NOT considered foster care living arrangements.

- Mom went to jail & left children with others
- Grandma has note from mom giving her guardianship or allowing her to take care of child for medical treatment
- Mom left the state and asked aunt to care for the children while she is gone
- Children of military personnel living with friends or relatives

Children in the examples above were not taken away from their parents by the State. These children are not wards of the State and the caregivers are not being paid by the State for their care. Therefore, they are not foster children.

CHECK ISSUANCE.....

Issue checks monthly when placement is with a:

- Foster family and it is unknown how long the child or teen will remain with this family
- Relative and it is thought to be short-term (less than 4-6 months).

Issue checks Bi-monthly when the:

- Child or teen has been living with the same foster family for more than three consecutive months.
- Child is with a family member or relative and the placement is thought to be long term (more than 4-6 months).

Note: Bimonthly checks may be issued when there has been contact between WIC staff and the case manager, or foster parent to verify long term placement of the foster child. When this contact has been made, it should be documented in the record.

For additional questions or hard copies, please contact the Nebraska State WIC Program at 402-471-2781.

Termination of Clients

When are clients terminated:

Clients are terminated from the WIC Program

- when they do not meet eligibility criteria (i.e. 5 years old, no risk, over income, etc.)
- when they request to no longer participate in the program
- if they have accumulated 20 sanction points for program abuse

What transaction type is used:

A TT7 is used when terminating a client record.

Term Codes:

- A: Moved, no transfer within Nebraska anticipated
- B: No nutritional/medical risk factor
- C: Over income
- D: Evidence of dual participation (used by the state WIC office only)
- E: Child is past the age limit (over 5 years of age)
- F: No Show
- G: Woman is no longer pregnant
- H: Woman is six months post-partum
- I: Woman is not longer breastfeeding
- J: Breastfeeding woman whose infant is one year of age
- K: Suspended due to program abuse (used by the state WIC office only)
- L: Deceased
- M: Voluntary Withdrawal
- N: Placed on waiting list
- O: Certification has expired because of missed certification visit
- Y: Other
- Z: Administrative

Term Date:

This is the date the client is ineligible. This is also the last date a client may cash a check at the store.

Ineligibility Letter:

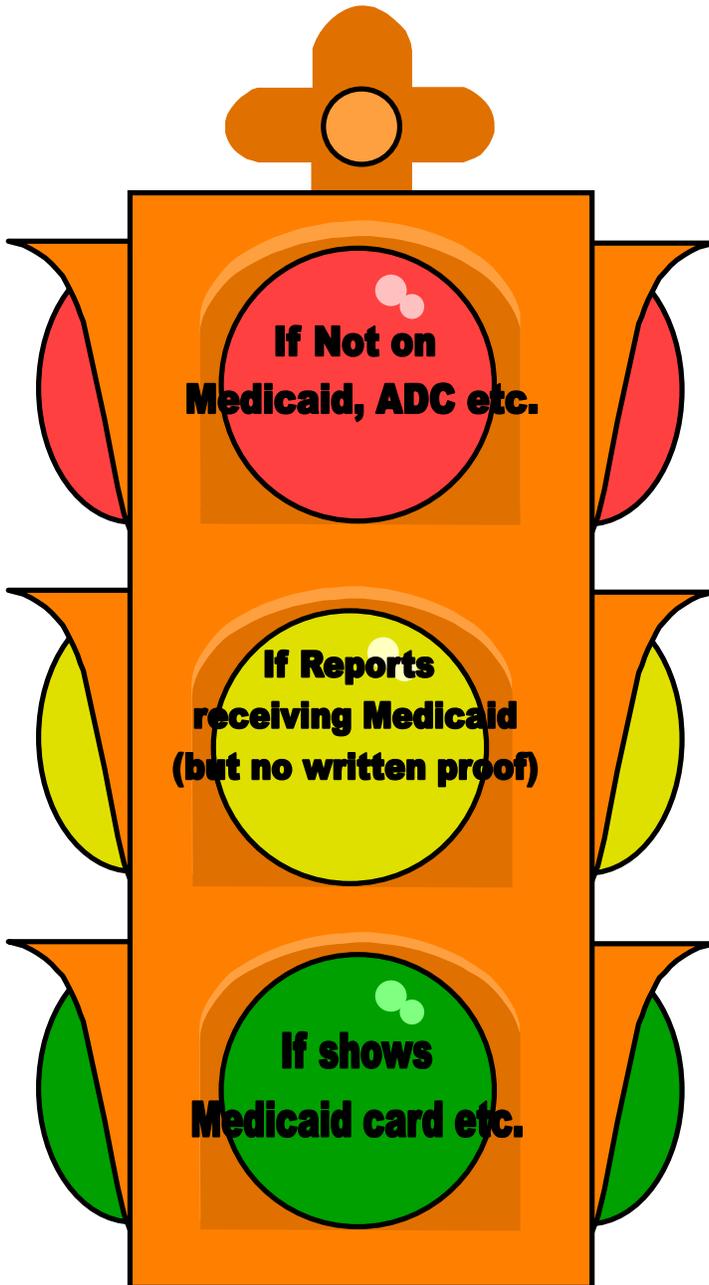
An ineligibility letter should be given to all clients who are physically in the clinic at the time ineligibility is determined. Examples: over income, no risk, 5 years old, no longer breastfeeding, voluntarily withdraw.

An ineligibility letter does not need to be given to clients who:

- do not return to clinic for certification appointments
- no show for check pick up
- transfer
- do not return to finish their presumptive eligibility visit

ADJUNCT ELIGIBILITY

Adjunct Eligibility: Being considered income eligible for WIC based on proof of participation in ADC, Food Stamps, Medicaid, or Kid's Connection.



- **STOP** (they are not adjunct elig.)
- Enter "N" for No
- Exact Income
- Must see Proof of Income
- May use 30-day extension for proof of income

- Enter "R" for Reported in Adjunct Eligibility Field
- **CAUTION** – still must screen income; they are not automatically income eligible
- Exact income
- Must see Proof of Income
- May use 30-day extension for proof of income or proof of Medicaid.

- Mark "D" for Documented in the Adjunct Eligible field
- **GO**
- Reported income can be accepted.

NEBRASKA WIC REFERRAL CODES

CODE	DESCRIPTION	DEFINITION
A	Aid to Dependent Families Employ First Food Stamps Other HHSS programs	From: Use for those participants who came to WIC after being told about the program by staff at Aid to Dependent Families /Employment First/Food Stamp or other HHSS offices/programs. To: Use when WIC staff tell a participant about and directs them to an Aid To Dependent Families (ADF)/Employment First/Food Stamp or Other HHSS program office.
B	Kids Connection/Medicaid	From: Use for those participants who came to WIC after being told about the program by staff who work at Kids Connection or Medicaid offices/programs. To: Use when WIC staff tell a participant about Kids Connection or Medicaid programs.
C	Food Bank/Pantry	From: Use for those participants who came to WIC after being told about the program by staff at a food bank or pantry. To: Use when WIC staff tell a participant about a food bank or pantry.
D	City/County Health Department	From: Use for those participants who came to WIC after being told about the program by staff from any program operating as part of a county or city health department. To: Use when WIC staff tell a participant about and directs them to a program operated by a county or city health department.
E	EFNEP or NEP	From: Use for those participants who came to WIC after being told about the program by staff at an EFNEP or NEP program. To: Use for those participants who WIC staff tell about and direct to EFNEP or NEP.
F	Family Planning	From: Use for those participants who came to WIC after being told about the program by staff at a Family Planning clinic. To: Use for those participants who WIC staff tell about and direct to a Family Planning program.
G	Clergy/Church	From: Use for those participants who came to WIC after being told about the program by a member of the clergy or other church related person or activity. To: Use when WIC staff direct a participant to a church or clergy for help.
H	Head Start	From: Use for those participants who came to WIC after being told about the program by staff at a Head Start Program. To: Use when WIC staff tell a participant about and directs them to a Head Start Program.
I	Immunizations	From: Use for those participants who came to WIC after being told about the program by staff who work in an Immunization Clinic. To: Use when WIC staff tell a participant about immunizations needed and directs them to an immunization provider.
J	MCH Projects or Grant Projects such as Healthy Start, Health Centers, or Well Child.	From: Use for those participants who came to WIC after being told about the program by staff who work with one of these Projects funded by grant monies. To: Use when WIC staff tell a participant about and directs them to a program such as these funded by grant money.

CODE	DESCRIPTION	DEFINITION
K	HHS Department, Misc. Programs	From: Use for those participants who came to WIC after being told about the program by staff from programs operated by HHS other than Medicaid, Kids Connection, Food Stamps, Employment First, or Aid to Dependent Families. An examples would be Foster Care or Child Care.
L	Breastfeeding Source	From: Use for those participants who came to WIC after being told about the program by a lactation consultant, LaLeche League volunteer, or other breastfeeding source. To: Use when WIC staff tell a participant about and directs them to a lactation consultant, La Leche League volunteer, or other breastfeeding source.
M	Lead Screening	From: Use when WIC staff tells a participant about the need for and directs them to any source for lead screening.
N	Media (radio, TV, newspaper)	From: Use for those participants who came to WIC as a result of seeing or hearing about the WIC program on the radio, TV or in the newspaper.
O	Other	From: Use for those participants who came to WIC as a result of learning about the program through any source not listed. To: Use when WIC staff send a participant to any source not listed as part of the identified referral codes.
P	Dentist	From: Use for those participants who came to WIC after learning about the program from staff at a dentist office. To: Use when WIC staff tell a participant about the need for and direct them to a dentist.
Q	Friend/Family	From: Use for those participants who came to WIC after being told about the program by a friend or family member.
R	CSFP	From: Use for those participants who came to WIC after being told about the program by staff at a CSF program. To: Use when staff tell a participant about and directs them to a CSF program.
S	School or ESU	From: Use for those participants who came to WIC after learning about the program from school or ESU staff outreach, or program at a school. To: Use when WIC staff send a participant to a school nurse or school health program OR to an ESU for hearing, speech, developmental concerns. This would include grade schools, high schools, and colleges.
T	Migrant Clinics/NAF	From: Use for those participants who came to WIC after learning about the program from staff at a migrant or NAF clinic or location. To: Use when WIC staff tell a participant about & direct them to migrant or NAF clinic.
V	Hospital	From: Use for those participants who came to WIC after learning about the program from staff at a hospital.
W	WIC	From: Use for those participants who came to your WIC clinic from another WIC program within the state, or from another state or overseas WIC program. To: Use for those participants who are transferring from your program to another WIC program within the state, to another state or overseas WIC program.
X	Health Care Provider	From: Use for those participants who came to WIC after learning about the program from staff at a health care provider's office/clinic. To: Use when WIC staff directs a participant to a health care provider.
Y	Low (hct/hgb) Level	To: Use for those who had a 2H risk code assigned and were referred to a primary care provider for low hgb.
Z	School Lunch	From: Use for those participants who came to WIC after seeing or receiving a school lunch outreach flyer.
1	BF Peer Counselor	To: Use when your refer client to a WIC BF peer counselor
2	Outreach Activities	From: Clients who come to WIC due to a WIC outreach activity or event

WIC Clerk Certification Steps

1. Greet Client

2. See ID Adult/Child: (Date & initial type ID on signature form)



3. WIC Program Explanation: (cheat sheet):

4. Read Rights & Responsibilities: Now I am going to go through your Rights & Responsibilities for the WIC Program. They are here for you to follow along while I summarize them for you. - Cheat Sheet

- Do you understand these rights?
- Do you have any questions?

5. Signature of Responsible Party & Date

- Please sign here if you understand the rights and responsibilities we previously discussed.
- Mark your relationship to the child.

6. Name 2nd Responsible Party

- For the infant or child – would you like the child's (father/mother or step-father/mother) to be listed as the second responsible party? If you want this person listed, this allows them to enroll or re-enroll the child in the WIC program and to pick up WIC checks. Basically, this allows them to do the same things you are able to do.
- If not, check "decline".
- If yes, I need their name here and your child's name here.

7. Dual Participation: Now I need you to read this statement. It says that the person being certified for WIC is not currently participating in another WIC program and that they are not receiving food from the Commodity Supplemental Food Program (also known as CSFP).

- If you agree with these statements, please initial and date here.

8. Voter Registration

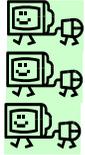
- Would you like to register to vote today? Mark here, either yes or no.
- If yes – here is the registration form, you may take this home and fill it out. The directions are on the bottom of the form.

9. Type of Certification / Client ID / Family number/ Cert Date – (in computer & signature form)

10. Applicant Present? Yes or No (If no, reason)

11. Adjunct Eligible

- Do you receive ADC, FS, Medicaid, or Kids Connection?
- If yes, did you bring current documentation?



D = Documentation provided

R = Reported participation; no documentation provided

N = No, not receiving ADC/FS/Medicaid/Kids Connection

12. Household Size: How many people are living in the household? (include unborn)

13. Income Assessment:

In order to qualify for WIC, you must meet WIC income guidelines. USDA requires that we see documentation for ALL sources of income OR proof of Medicaid, Kids Connection, Food Stamps, or ADC. This is needed for all people living in your household.
(Ask the 6 Income Assessment Questions)



14.  Interval (Int) Field – 1; Pick up Day – 00
Status – F1 (Help)
- Foster Child – Yes or No
 - High Risk – Yes or No

15. Responsible Party (Demographics):



Name (responsible party)

Phone # - beginning w/area code

Address

16. Residency Assessment:

In order to qualify for the Nebraska WIC Program, you must show proof that you live in Nebraska.

- Did you bring something mailed to you at the address where you live, that has been postmarked in the last 30 days? (If no, continue asking for other acceptable types of proof.)



Client Name

Middle Initial

Maiden Name

Birthdate

Sex

Language

OTHER (Medicaid, Food Stamps, etc.)

17. Race & Ethnicity:

For record-keeping and statistical purposes, our program is required to collect ethnic and racial data. This will not affect your WIC eligibility.

- Please choose an ethnic category
- Hispanic or non-Hispanic?
- Please choose one or more racial categories (show card with choices)



R/M (X if not homeless or a refugee or migrant)
Page down to page 4 of 4

18. Alternate Shopper: (Brown Card)

In the event you are unable to pick up your WIC checks or do your own WIC shopping, would you like to list an alternate shopper?

- An alternate shopper may go to the store for you as many times as you need.
- They can also pick up checks for you if you are unable to come in.

Clients receiving monthly checks – may have an alternate shopper pick up checks 2 times every 6 months.

Clients receiving bimonthly checks – may have an alternate shopper pick up checks 1 time every 6 months.



Enter names in the computer for Alternate Shopper, Enrollment Proxy, & 2nd RP

19. Referral Information

- How did you hear about WIC?



Enter “referral from” information in computer

20. Documentation on Signature Form

- ID/ Residency Assessment
- Income Assessment
- Check Issuance

Staff signature

	RE-CERTIFICATION (TT2)	RE-ENROLLMENT (TT3)
When are they done?	<p>Children – recertification is due every 6 months.</p> <p>Pregnant woman – recertification is done after the baby is born and up to 6 weeks postpartum. OR up to 6 weeks after a miscarriage, abortion or stillbirth.</p> <p>Infant < than 6 months old - recertification due at 1 year of age</p> <p>Age 6 months - 1 year old - recertification will be due (age of initial certification + 6 months).</p>	<ol style="list-style-type: none"> 1) A client that is no longer within a current certification period and returns to WIC 2) Used to certify any inactive client who was previously on the program 3) Any client that was previously removed from the WIC program and returns to WIC after their disqualification period ends
How are they done differently?	<ol style="list-style-type: none"> 1) Use the TT2 2) Review rights & responsibilities with clients & have them sign signature form. 3) May use WIC ID folder for identification 4) Assess income, family size, adjunct eligibility, residency 5) Check phone number for accuracy 	<ol style="list-style-type: none"> 1) Use the TT3 2) Review rights & responsibilities with clients & have them sign signature form. 3) May NOT use WIC ID folder for identification 4) Assess income, family size, adjunct eligibility, residency 5) Get phone number

Enrollment Chart

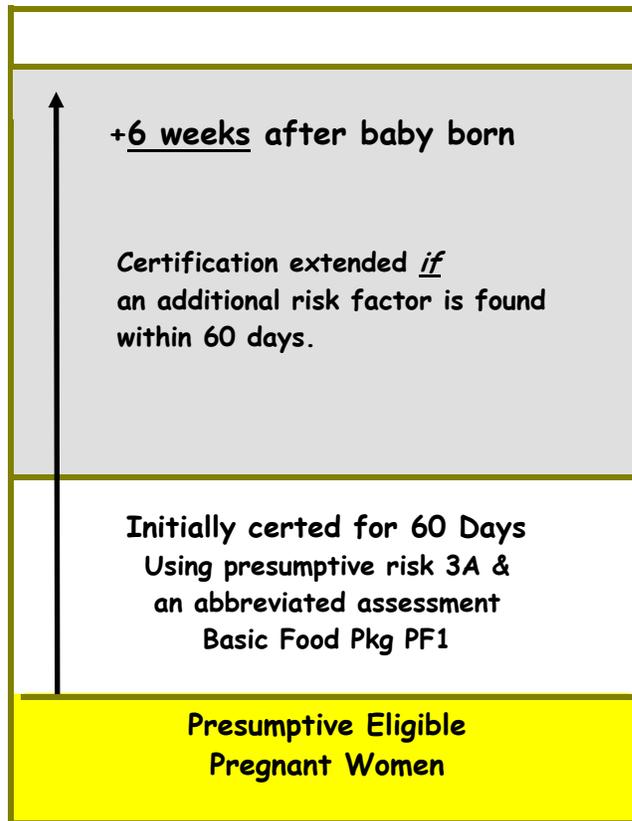
BEST CHOICES *

	Child	Foster Child	Infant	Woman	Presumptive Eligible
ID Seen	Birth Certificate Social Security card	Foster Care Papers	Birth Information signed by CPA or Birth Certificate, Social Security Card	Driver's License or other picture ID, Social Security Card	Driver's license or other picture ID
Residency Proof	Envelope with parent's address, utility bill or other paper containing name & address within last 30 days lease	Envelope with foster family's address or utility bill or other paper containing name & address within last 30 days Lease	Envelope with parent's address or utility bill or other paper containing name & address within last 30 days lease	Envelope with person's address or utility bill or other paper containing name & address within last 30 days lease	Envelope with person's address or utility bill or other paper containing name & address within last 30 days Lease
Family Size	All persons in household	One	All persons in household	All persons in household + unborn baby	All persons in household + unborn baby
Income	Amount earned for all members of household	Amount paid to foster parents by state	Amount for all members of household	Amount for all members of household	Amount earned by all adult members of household
2 nd RP	YES	YES	YES	NO	NO
Custody Proof Needed	Only in cases of separation or divorce of parents Or when guardianship changes	Foster care papers	Only in cases of separation or divorce of parents Or when guardianship changes	Not Applicable	Not Applicable
How Long Certified	6 Months	Children: 6 months Infants: < than 6 mo. at cert: Until 1 year old > 6 months to 1 year at cert: 6 month intervals	Less than 6 months at cert: Until 1 year old 6 months to 1 year at cert: 6 months	Pregnant: Until 6 weeks after infant's birth Postpartum: Until infant is 6 months of age BF: up to 1 year or until quits breastfeeding	60 days
How often Checks Issued	Monthly or Bimonthly (every two months)	Monthly: Unless child has been in the same home for a length of time	High Risk – Monthly Others – Bimonthly	High Risk – Monthly Others – Bimonthly	2 months

* When in doubt call State WIC Office

Presumptive Eligible - Pregnant Women

Length Of WIC Certification Periods



Presumptive Eligible Pregnant Women

- **TT9** - Certified initially for 60 days as presumptive -- assuming a risk will be found (risk factor 3A)
- **WITHIN 60 days**, client must return for a full assessment to determine a valid risk factor. (Use TT1) If risk factor found, then certification is extended for the duration of pregnancy & up to 6 weeks postpartum. If risk factor is not found, WIC benefits are discontinued.
- **After 60 days**, must certify as a re-enroll (TT3)
- Note: Presumptive can only be used one time per pregnancy

May NOT extend or shorten cert
period for Presumptive Eligible
Pregnant Women



Points to Remember When
Enrolling a Presumptive Eligible Woman

INFANT MIDCERT VISITS & BREASTFEEDING WOMEN MIDCERT VISITS



STOP

DON'T DO – RIGHTS & RESPONSIBILITIES

DON'T – REASSESS INCOME or ADJUNCT ELIGIBILITY

DON'T – REASSESS HOUSEHOLD SIZE

DON'T - REASSESS PROOF OF RESIDENCY

Infant Midcert

DO: BRING BABY!

DO: Ask if Address & Phone are correct*

DO: Visit Nurse & nutritionist

Breastfeeding Woman

Midcert

Do: Bring yourself!

Do: Ask if address & phone are correct*

Do: Visit nurse & nutritionist

Note: if no longer BF & in current cert period, get 1 mo. of checks & an ineligibility letter for mom.

* Tip: If updating the address on the computer, to avoid hotshooting, enter 00 or 99 in the blank fields for TV hours or weeks early if they are blank.

Nutrition and Health Risks

You have the unique opportunity to notice signs of problems that can impact the health and well-being of our clients. Here are some examples of what you might see or hear and good ways to respond.

What you might hear or see...

Child over two drinking from a bottle

Bottle that looks like it contains something other than milk or water

Breastfeeding mom complaining of pain or discomfort

Anything that seems unusual or odd about a client's behavior

Problems at home

- ❖ Eviction
- ❖ Abuse

What you should say or do...

Pass the information on to the CPA

Pass the information on to the CPA

“It sounds like you could benefit from a visit with our breastfeeding specialist”
– Make an internal referral

Pass the information on to the CPA

“There are several resources in the community that might be able to help with that problem.”
- Make an internal referral

NOTE: WIC staff are required to report any possible abuse using the toll-free hotline. Talk to your supervisor about your local agency policy.

**Abuse/Neglect Hotline – Nebraska DHHS
1-800-652-1999**

Transfers

In State TT5 or Out State TT6

Do: Check VOC/ Transfer information for cert dates and dates when checks last issued

Do: Check ID for Adult and Child/Infant

Do: See Proof of Residency

Do: Complete new signature form (R&R, voter, dual participant, RP, 2nd RP & alternate shopper)

Do: New address, phone

Do: Visit Nutritionist -- Risk Code 8B

Do: Issue new checks (collect unused checks if any)

Do Not: Assess Adjunct Eligibility

Do Not: Assess household size

Do Not: Assess income

Do Not: Change the cert period