
Purpose Outline required and optional components of applicant and charts

State Requirement Local agencies will maintain a chart for each client in the WIC Program. The chart can be set up for individuals or families.

Required Chart Contents Each individual/family chart will contain the following required components in English or Spanish:

- Signature Form
 - Diet Survey
 - Growth charts for infants, children and pregnant women
 - Assessment/Care Plans
 - Alternate shopper authorization forms, including any voided forms.
 - Copy of all special use documents completed and/or received.
 - Release of Information Form
 - Statement of Status form
 - WIC Integrity Screening Form
 - Physician's Authorization Form
 - Any written notes used in lieu of a proxy form
 - Other documentation applicable to specific situations
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Optional Items A flow chart developed by the local agency may be included in an individual/family chart.

Chart Organization Agencies may use a family file or individual file system.

The flow chart (if used) should be in front of the chart.
Group information together by certification period.

**Chart Organization
(cont.)**

Order each certification period from most recent to oldest.

Keep enrollment proxy and alternate shopper forms in a visible location.

Maintain a consistent method of organizing charts and files within a team or agency.