

Policy Memo: 1-3-2012

Memo Name: Discontinue the Use of 30 Day Extensions When Required Proof is Not Available at Certification

Policy Clarification

Policy Change

New Policy

Effective Date: August 1, 2012

Policy Effective Until: Ongoing

Policy Memo Effective Until: Procedures are approved by USDA.

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The current policy which allows a client who does not provide proof of residency, income or identification during a certification appointment to be temporarily certified and receive benefits for 30 days based on verbal information will be discontinued August 1, 2012.

The new policy requires that all clients must show proof of residency, income or identification at the time of certification.

For those who:

- forget or do not bring one or more of the required proofs the certification would be stopped and they would be rescheduled for another appointment that is convenient for them and the clinic. They would not receive benefits.
- report they are participating in a qualified adjunctive eligible program, but they have no proof and staff are unable to verify eligibility, identification, income and residency would be assessed as for any other client and proof must be provided. If they do not have one or more of the required proofs the certification would be stopped. They would be rescheduled for another appointment that is convenient for them and the clinic. They would not receive benefits.

In special circumstances where clients are unable to provide proof for one of the reasons outlined in the No Proof procedure (Volume I, Section D, Page 9), the No Proof Box on the WIC Signature form would be completed and the certification would continue. **The “no proof” option should not be used to circumvent to the requirement to have appropriate documentation to provide program eligibility.**

The 30 day extension box on the WIC Signature form will no longer be used. The form is being revised and future versions of the form will not contain the box.

If you have any questions, please contact me at (308) 865-5616.