

**Policy Memo:** 1-3-2014

**Memo Name:** Ineligibility Letter & CSFP Referrals

Policy Clarification

Policy Change

New Policy

**Issue Date:** May 7, 2014

**Effective Date:** Immediately

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The Ineligibility Letter has been updated to: 1) remove all references to CSFP since the program can no longer serve new women, infants or children; 2) include English on the front and Spanish on the back of the same page; 3) remove the area to list the last month checks were given for; and 4) added the long non-discrimination statement.

The Ineligibility Letter must be given to clients who:

- Are found ineligible at their first WIC appointment
- Are found ineligible at an appointment to re-enroll in WIC
- Are found to be over income during a certification period
- Tell you they no longer wish to participate in WIC during a certification period
- Are found to be unintentionally participating in two WIC programs
- Are found to be unintentionally participating in WIC (and CSFP) at the same time
- Turn 5 years old during a certification period
- Is a postpartum women receiving her last checks
- Is a breastfeeding woman who has stopped breastfeeding during a current certification period when Infant is over 6 months of age

The Ineligibility Letter does not need to be provided to clients who:

- Are found to be over income or who have no medical/nutritional risk at a recertification visit
- Clients who tell you they are moving
- Clients who no show for appointments
- Received a yellow Benefit Renewal Notice at the last visit
- Tell you they are transferring to another town in Nebraska or state
- Is a breastfeeding woman who has stopped breastfeeding during a current certification period when her infant is under 6 months of age

The revised Ineligibility Letter is a single sheet of paper and once completed by clinic staff must be given to the client as notice that they are not eligible for the WIC Program and to let them know the reason(s) for the ineligibility.

Clinics should discard all of the old carbonless forms dated 6/11 once you receive the new forms.

The form has been reprinted and is available for use by clinics. Those agencies who had previously ordered a supply of this form and did not receive them at that time will receive the number they ordered automatically. All other clinics should submit an order to Kathy for a supply of the form. Remember, in the next 18-24 months we will have the new computer system and no longer be using this form, so order accordingly.

Procedures related to using the Ineligibility Letter and making referrals to CSFP will be updated to reflect these changes. I will send a notice when the updated procedures have been approved and are posted on the WIC web site.

Attachment: Ineligibility Letter for WIC