



Procedure: Presence of Children at Certification

Volume: Nutrition Services/Breastfeeding

Section: Certification

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Purpose

To outline the requirements for the physical presence of children at certifications; including exceptions to the requirement.

Requirement

Because the physical presence of an individual at certification is basic to WIC program effectiveness all clients must be physically present at the initial WIC certification and each subsequent recertification except in certain limited circumstances.

Documentation of Presence

A client's presence in the WIC clinic at certification must be documented. In the Nebraska WIC program physical presence is documented on the Signature Certification Form as described in WIC Procedure Manual Volume I

Exceptions to the Physical Presence Requirement

Any child who is a qualified individual with a disability(ies) and is unable to physically be present at the WIC clinic because of their disability(ies) are exempted from the physical presence requirement.

- This exception also applies to children whose parents or caretakers are individuals with disabilities that meet this standard.

Examples of situations that would meet the exception to the physical presence requirement due to a disability are:

- A medical condition that requires confinement to bed rest.
- A medical condition that necessitates the use of medical equipment that is not easily transportable.
- A serious illness that may be worsened by coming into the WIC clinic.

All persons with disabilities are not automatically exempt from the physical presence requirement. Only those disabilities that create a current barrier to the physical presence requirement may serve as a basis for an exception from the requirement.

Documentation When The Client Is Not Present

Applicants and clients who are exempted from the physical presence requirement, or whose parent(s) or caretaker have a disability or medical condition that prevents them from coming to clinic, must have this documented on the Signature Certification Form. The fact that they were not present for certification and the reason why must be documented according to the procedure in Volume I.

Certification When Exception to the Physical Presence Requirement is Used

When a child meets the conditions listed in “Exemptions to Physical Presence” section above and is unable to be physically present, the child’s parent or responsible party must bring documentation of income, residency, identity and medical referral data including height/length, weight, biochemical data, and other information related to medical condition for assessment of nutrition risk.

Exception For Infants Less Than One Month of Age

Infants applying for WIC in the state of Nebraska, who are less than four weeks of age are exempted from the physical presence requirement.

All necessary certification information must be provided by a parent or other designated proxy at the time of certification visit.

Certification will be completed in the same manner as any other cert. with the exception that the infant need not be present in the clinic at that visit.

When using birth data that has been signed by the health provider the infant must be weighed and measured no later than the first quarterly education contact.

Documentation When The Infant Is Not Present

Infants who are exempted from the physical presence requirement must have documented the fact that they were not present for certification and the reason why on the Signature Certification Form, according to the procedure found in Volume I.
