Procedure: Presumptive Eligibility for Pregnant Women

Functional Area: VIII Certification, Eligibility & Coordination of Services

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Purpose	Identify when pregnant women may be qualified for the Program as Presumptive Eligible and outline the presumptive eligibility certification process.
Definition of WIC Presumptive Eligible	A pregnant woman who meets the income eligibility standards may be considered presumptively eligible to participate in WIC without an evaluation of nutrition risk.
When to Use Presumptive Eligible Certifications	A presumptive eligible certification may be used when: • A pregnant woman walks into the clinic and is unable to been seen for a full certification, • Clinic Schedules are full and it is not possible to complete a full certification within 10 days.
Who May Be Certified As Presumptive Eligible	Any pregnant woman who meets the income eligibility guidelines and is a resident of the state of Nebraska may be certified as presumptively eligible for WIC. They would be certified immediately without an evaluation of nutritional risk.
Length of Certification Period	• A pregnant woman will be certified as presumptive eligible for a period of 60 days. • The Presumptive Eligible transaction type (TT9) should be used.
Who May Certify	Any WIC staff member may certify a pregnant woman as presumptive eligible under the following conditions: • The woman is present in the WIC clinic (contact the State WIC Office for special situations such as bed rest only, where the woman is unable to be present) • No medical information is collected or entered • No assessment for nutrition risk is completed • Only the standard food package is assigned
During First – Initial Visit	During the pregnant woman's first visit the following should be completed: • Assess income • Determine residency • See proof of ID • Assign standard risk code

During First – Initial Visit (cont)

- Assign food package
- Complete Signature Form
- Issues checks
- Schedule appointment to finish the certification within 60 days.

Risk Code Assignment

Risk code "3A" should be assigned to all women certified as presumptive eligible.

Food Package Assignment

When a presumptive eligibility certification is completed the standard food package designated for presumptive eligibility should be assigned. A clerk may assign only the standard food package. The standard food package is ***PF1.***

The standard food package for presumptively pregnant woman contains:

- 5 ½ gallons of milk
- 3 cans of juice
- 36 ounces of cereal
- 1 dozen eggs
- 2 pounds of dried beans, 18 ounces of peanut butter, or 4 cans of beans
- 1 16 oz bread, tortillas or brown rice
- $10.00 Fresh fruits and vegetables

If a woman needs/wishes a food package other than the standard package they must see a CPA.

When Special Food Package Is Needed

In cases where a food package other than the standard package is needed, a CPA must assign the food package. Some examples would be: lactose intolerance, homelessness or lack of refrigeration to name a few.

If no CPA is present in the WIC clinic, staff will need to call the local agency's main clinic to discuss with a CPA and have the CPA assign a food package and number. Staff should document that phone approval was given and the name of the CPA approving the food package on the participant flow sheet.

REMINDER: At the full certification of the presumptively eligible woman, the CPA must verify and sign the staff signature line for food package determination on the Certification Signature Form in the client's file.

Second Visit – Continuation of Certification

A second visit must be completed within 60 days. This visit is a continuation of the same certification begun previously and the same certification area on the Signature form should be used.

During the second visit:

- residency is not reassessed.
- income should not be reassessed.
- proof of ID must be shown as for any other client. The ID Folder may be used as ID.

Second Visit – Continuation of Certification (cont.)	At the second visit the CPA should: • Complete the assessment of medical and nutritional risk, as for any other applicant (the 3A risk should also be retained on the record) • Provide nutrition education • Provide referrals as appropriate • Assign a food package (if a different package than the standard package is desired) • Complete all documentation, including signing the Nutrition Risk and Food Package Determination lines on the Certification Signature Form and completing the Health Assessment/Care Plan form
Second Visit – Risk Identified	If after the assessment of risk at least one medical or nutritional risk is identified, the woman would continue to receive benefits. The certification period would begin on the date income was determined at the presumptive eligible visit and continue until up to six weeks after delivery.
No Risk Identified	If after the assessment of risk no medical or nutritional risk is identified the woman would be terminated from the Program immediately.
Notification of Expiration of Benefits	No Notification Form is necessary for these clients. The notice of expiration of benefits is part of the Participant Rights & Responsibilities read by and given to the client during the initial application.
Notification of Ineligibility	An Ineligibility Letter should be completed and given to the client at the time ineligibility is determined.
If the Presumptive Eligibility Is Not Completed Within 60 Days	If the Presumptive Eligibility is not completed within 60 days, eligibility will expire. Do not issue checks. If the eligibility has expired, the woman must be certified using the Re-enroll (TT3) certification process. You may not use Presumptive Eligibility to certify a woman more than one time during a pregnancy.
Transfer of Presumptive Eligible Clients	All women who are transferring and have been placed on the program as presumptive eligible would receive an additional 60-day certification period, beginning with the date of transfer into the receiving local agency. The certification period would begin on the day they arrive at the receiving agency to apply for benefits. This allows the agency to schedule the client and gather any referral information needed for the certification, while at the same time allowing the client to receive uninterrupted benefits.

Tracking Presumptive Clients	Each agency should develop a method of tracking pregnant women who are certified as presumptive eligible, to assure that the nutritional/medical assessment and nutrition education is completed.