

Purpose Define how to determine (calculate) the beginning and ending dates of WIC client’s certification periods .

Calculating Certification Periods Each certification period should allow for the issuance of checks for a six month period with the exception of certification periods for infants, and pregnant and breastfeeding women. The certification period would be calculated in the same manner for all categories regardless of the length. Checks are issued on either a monthly or bi-monthly schedule as coordinated through the State WIC office.

Calculating Certification Periods for Monthly Check Issuance The chart that follows illustrates certification, notification, and recertification for monthly check issuance for a period of 12 months. Month 1 is the month when a new client enters the WIC program.

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Certify Issue Checks	Issue Checks	Issue Checks	Issue Checks	Issue Checks	Notify Issue Checks
Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Certify Issue Checks	Issue Checks	Issue Checks	Issue Checks	Issue Checks	Notify Issue Checks

- ◆ To calculate the recertification month, add 6 months to the initial certification month.
- ◆ Each client must be notified at least 15 days before the expiration of each certification period.
- ◆ The notice must be written. Use the Notification Form for WIC/CSFP, Volume I Section F.
- ◆ The notice is to be given during the 6th month of certification

Clients Who Require Monthly Check Issuance

See Volume III, Section E, for those categories and situations where a client should receive checks on a monthly issuance schedule in order to provide enhanced opportunities for nutrition education.

Calculating Certification Periods For Bi-Monthly Check Issuance

The chart that follows illustrates certification, notification, and recertifications for bi-monthly check issuance for a period of 12 months. Month 1 is the month when a new client enters the WIC Program.

Month 1 Month 2 Month 3 Month 4 Month 5 Month 6

Certify		Issue		Notify	
Issue		Checks		Issue	
Checks		for 2		Checks	
for 2		months		for 2	
months				months	

Month 7 Month 8 Month 9 Month 10 Month 11 Month 12

Recert.		Issue		Notify	
Issue		Checks		Issue	
Checks		for 2		Checks	
for 2		months		for 2	
months				months	

- ◆ To calculate the recertification month, add 6 months to the initial certification month. Each client must be notified at least 15 days before the expiration of each certification period.
- ◆ This notice must be written. Use the notification form for WIC/CSFP, see Volume I, Section F.
- ◆ The notice is to be given during the 5th and 11th months of certification for bi-monthly issuance.

Persons Found Ineligible During Certification Visit

If a person is found ineligible during a recertification visit, checks are not to be issued. The applicant is to be given written notice of ineligibility, see Volume I, Section E.

Breastfeeding Women of Mostly Formula Fed Infants

Breastfeeding women whose infants are receiving an amount of formula greater than ½ the amount provided to fully formula fed infants. These women would receive checks until 6 months postpartum. From 6 months to 1 year postpartum they would continue their program eligibility, but would not receive checks