
Purpose

Outline the actions to be taken when a participant is found to be dual participating.

When dual participation is detected through the Possible Dual Participation Report or other method a Participant Integrity Follow-up Form will be started and forwarded to the appropriate local agency(ies).

Follow Up With Clients

Local agencies are responsible for the follow up with clients who have been determined by the State agency as probable dual participants. After the agency(ies) have received information from the state office they should:

- ◆ review the information sent by the state office.
- ◆ flag the participant's file so that the participant/responsible party will be contacted during his/her next visit. This should be done at both agencies or clinics.
- ◆ at the next visit by the participant/responsible party present them with the facts and allow them an opportunity to state their side of the story.

Complete the information on the Participant Integrity Form.

Determined Not Intentional Dual Participation

If the dual participation is determined to be unintentional, but due to timing of a transfer, the participant is to be disqualified from participation in one of the agencies/programs without any other action.

- ◆ The participant/responsible party may choose at which agency/program he/she wishes to continue participation.

An Ineligibility notice is to be provided by the agency/program at which the participant/responsible party wishes to end participation. Fifteen (15) days notice is not required. Disqualification is immediate. Use the Ineligibility Letter for WIC/CSFP for providing this notice.

The Participant Integrity Form should be completed and placed in the participant's file, and a copy forwarded to the State WIC Office.

**Determined
Intentional Dual
Participation**

If the dual participation appears intentional based on the facts, the following steps are to be taken.

- ◆ The Participant Integrity Form should be completed and placed in the participant's file, and a copy sent to the State WIC Office.
- ◆ Sanction points should be assigned to the client's record and the client notified according to the procedures found in Section P of this volume of the procedure manual.
- ◆ All information is to be forwarded to the State WIC Office for continued follow-up according to established procedures.
- ◆ The participant is to be disqualified immediately from both of the agencies/programs and written notice given.
- ◆ No benefits should be issued.
- ◆ The client will be terminated from the program and notified of the termination by the State WIC Office.