
Purpose	Provide guidance for responding and releasing participant information when presented with a subpoena, court order or search warrant.
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Responding to Subpoenas, Search Warrants, and Court Orders	When local agency WIC staff are presented with a subpoena, search warrant, or court order they should contact their agency's legal counsel before releasing any information or indicating that the individual(s) named in the papers are WIC clients.
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Guidance from USDA found as Appendix A of this procedure, should be used as a guideline by WIC local agencies and legal council in these situations.

It is important that WIC service providers provide **all information** regarding the situation so that legal council can use this in their decision.

WIC local agencies should insure that their legal council is familiar with the confidentiality requirements of the WIC program. Legal council should have a copy of WIC Program Regulations, this procedure and attachment.

Notification of State WIC Office	WIC local agencies should notify State WIC Staff of the subpoena, search warrant, or court order and the action taken. This allows the State Office to monitor the number and types of occurrences across the state.
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Local Agency Policy	Local agencies should have a process in place for staff to use when presented with subpoenas, court orders, and/or search warrants.
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