

WIC Clerk Certification Steps

1. Greet Client

- Confirm reason for visit
- Explain what happens during the visit
- Estimated time



2. See ID Adult/Child: (Date & initial type ID on signature form)

3. Explain WIC Benefits: (cheat sheet):

4. Review Rights & Responsibilities: Now I am going to go through your Rights & Responsibilities for the WIC Program. They are here for you to follow along while I summarize them for you. - Cheat Sheet

- Do you have any questions?
- If you want to refer to them later, a copy is located in the front of your WIC foods brochure.

5. Signature of Responsible Party & Date

- Please sign here if you understand the rights and responsibilities we previously discussed.
- Mark your relationship to the applicant

6. Dual Participation: By initialing below you, agree that you will only participate in one WIC program at a time and will not receive benefits from Commodities (CSFP).

- Please initial and date here.

7. WIC Fraud: By initialing below, you agree that you will not sell or give away your WIC foods or formula. This includes attempting to sell WIC formula or foods on Facebook or other social media sites.

- Please initial and date here.

8. Voter Registration

- Would you like to register to vote today? Mark here, either yes or no.
- If yes - here is the registration form, you may take this home and fill it out. The directions are on the bottom of the form.

9.  Type of Certification / Client ID / Family number/ Cert Date - (in computer & signature form)

10. **Applicant Present?** Yes or No (If no, reason)

11. **Adjunct Eligible**

- Do you receive ADC, FS, Medicaid?
- If yes, did you bring current documentation?



D = Documentation provided



R = Reported participation; no documentation provided



N = No, not receiving ADC/FS/Medicaid

12. **Household Size:** How many people are living in the household including family, friends, boyfriend, girl-friend? (include unborn)

- Does that include anyone besides you, your children, and significant other? (If yes, refer to the circle chart)



13. **Income Assessment:**

In order to qualify for WIC, you must meet WIC income guidelines. USDA requires that we see documentation for ALL sources of income OR proof of Medicaid, SNAP, or ADC. This is needed for all people living in your household.



(Ask the 5 Income Assessment Questions)

14.  Interval (Int) Field - 1; Pick up Day - 00

Status - F1 (Help)

- Foster Child - Yes or No

15. **Responsible Party (Demographics):**



Name (responsible party)



Phone # - beginning w/area code



Address

16. Residency Assessment:

In order to qualify for the Nebraska WIC Program, you must show proof that you live in Nebraska.

- Did you bring something mailed to you at the address where you live, that has been postmarked in the last 30 days? (If no, continue asking for other acceptable types of proof.)



Client Name



Middle Initial



Maiden Name



Birthdate



Sex



Language

OTHER (Medicaid, Food SNAP, etc.)

17. Race & Ethnicity:

For record-keeping and statistical purposes, our program is required to collect ethnic & racial data. This will not affect your WIC eligibility.

- Please choose an ethnic category
- Hispanic or non-Hispanic?
- Please choose one or more racial categories (show card with choices)



R/M (X if not homeless or a refugee or migrant)
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18. WIC Authorization Card

- Would you like to list anyone as the 2nd Responsible Party? This person would be allowed to enroll or re-enroll the child/spouse on the WIC program and pick up checks. This can be helpful if you are sick and unable to come in.
- If not, cross off on the authorization card
- If yes, write their first and last name on the card

19. Alternate Shopper:

In the event you are unable to pick up your WIC checks or do your own WIC shopping, would you like to list an alternate shopper?

- An alternate shopper may go to the store for you as many times as you need.
- They can also pick up checks for you if you are unable to come in.

Clients receiving **monthly** checks - may have an alternate shopper pick up checks

2 times every 6 months.

Clients receiving **bimonthly** checks - may have an alternate shopper pick up checks 1 time every 6

months.



Enter names in the computer for Alternate Shopper & 2nd RP

20. Referral Information

How did you hear about WIC?



Enter "referral from" information in computer

20. Documentation on Signature Form

ID/ Residency Assessment

Income Assessment

Check Issuance

Staff signature