



Procedure: Bimonthly Check Issuance

Functional Area: XI Food Delivery

Section: B3

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Purpose

Provide guidance for issuing bimonthly checks to WIC clients.

Bimonthly Check Issuance

Bimonthly check issuance allows clients to receive two months of checks at one appointment. The first set of checks is dated for use during the first 30 days and the second set of checks for use during the second 30 days. The client's next appointment is scheduled for 60 days later.

Scheduling Clients For Bimonthly Issuance

For clients who are eligible for bimonthly checks the correct time interval will need to be entered into the client's computer record. The best time to do this is at a certification or recertification appointment if possible.

The interval field in the computer will allow the numbers 1, 2, or 3 to be entered. These numbers control bimonthly issuance schedules.

- 1 = Monthly Issuance
- 2 = Bimonthly issuance beginning in an even month. Interval 2 would be chosen for clients whose bimonthly issuance begins in February, April, June, August, October, and December.
- 3 = Bimonthly issuance beginning in an odd month. Interval 3 would be chosen for clients whose bimonthly issuance begins in January, March, May, July, September, and November.

If bimonthly issuance is started for a client other than on their certification or recertification date, there may have to be adjustments made to intervals later in the client's certification period.

- **For Example:** A child certifies in April, but bimonthly issuance is not entered into the computer until May. The responsible party will have check pick-ups in May, July, and September; however, in September the interval must be changed to 1 so that the child will only receive 1 month of checks. This is necessary because the child's recertification is due in October

Bimonthly check issuance does not change a client's length of certification.

If, in the example above, the client's interval had not been changed and 2 months of checks were printed, the second month's checks would have to be voided. **Remember:** Checks cannot be stored in a client's charts.

Bi-Monthly Issuance For Pregnant Women

To meet the complex needs of pregnant women staff should :

- Address their particular risk factors, including making appropriate referrals;
- Discuss and reinforce good prenatal care, including an adequate diet;
- Promote breastfeeding;
- Provide education appropriate to the feeding method chosen

Pregnant women must have at least one education contact during the last two months before delivery. The contact should focus on:

- Breastfeeding promotion and education
- Needs related to the feeding of her infant

This may not always be possible with bi-monthly issuance. Some pregnant women may need to be scheduled monthly to provide the education before delivery.

Actions By Staff Before Issuing Checks

Before issuing checks to a client, staff should:

- check to make sure the red and black numbers on the check(s) match
 - check that the correct dates and food package have been printed
 - have clients review all checks to ensure that they are correct before they sign the register
 - answer any questions clients may have.
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Documentation of Issuance

When WIC checks are received the responsible party or authorized alternate shopper must sign the check register. For a sample check register the Check Register procedure.

Issuance to Proxy (Alternate Shopper)

Alternate shoppers picking up checks must be authorized via the Alternate Shopper Authorization Form, see Section F of this volume. An alternate shopper must have the client's I.D. folder indicating their name as an alternate shopper.

As an exception, an alternate shopper may be allowed to pick up checks although an authorization form has not been completed. A signed and dated note from the client and the I. D. folder must be presented to clinic staff. Refer to section D of this volume for further guidance.

Check Issuance in Institutions

WIC checks cannot be issued for any client who lives in an institution. The State Agency does not serve eligible persons affiliated with institutions except those in homeless facilities. The Services for Persons Residing in Institutions procedure for more information. For guidance on serving the homeless see the Serving Homeless Persons procedure.
