



## **Procedure: Sanction Tracking**

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: G 3 b

Approval Date: 6/2015

Citation: 246.12(k)(2)

Revised Date: 2/2004

---

<b>Purpose</b>	To define the method of tracking and reporting client sanctions within the WIC computer system, and State and Local Agency responsibilities in assigning sanction points.
<b>Procedure</b>	The local agency staff shall assign 5 and 10 point sanctions. State staff will assign 20 point sanctions that result in disqualification. Sanction points are to be recorded in an individual's record in the WIC computer system. Sanction points are assigned to an individual or family as warranted. Sanction points assigned to all family members are duplicated in the records of all members of the family with the same family ID number.
<b>Sanction Report</b>	<p>The State WIC Office will distribute the 376 Client Sanction Tracking Report to local agencies listing in alphabetical order all participants who have been sanctioned. The following items will be included on the report:</p> <ul style="list-style-type: none"><li>• Responsible party</li><li>• Family ID</li><li>• Participant name/ID number</li><li>• Record status</li><li>• Foster care</li><li>• Agency/clinic ID</li><li>• Sanction code</li><li>• Date assigned</li><li>• Date sanction will expire</li><li>• Points assigned to each sanction</li><li>• Total points accumulated</li></ul> <p>Only active sanctions will be recorded on the report, listed from oldest to most current.</p>
<b>Local Agency Responsibility</b>	<p>The local agency should review the report monthly for disqualified clients and become familiar with the names on a regular basis. It is the responsibility of local agency staff to look for participants who are disqualified before enrolling or recertifying participants.</p> <p>The sanction report should be kept in a secure place to insure that client confidentiality procedures are followed.</p>

---

---

**Notification**

The state office will notify participants in writing of actions resulting in disqualification and will inform them when disqualification has expired making them eligible to re-apply for WIC benefits.

---

**Fair Hearing**

In the case where a Fair Hearing may be pending, the disqualification will not be implemented until the process has been completed and a final determination has been made.

---