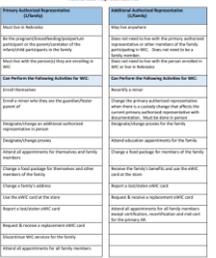


# Nebraska WIC Training Center - **Clerk Digital Handouts/Resources** (updated 1.22.26)

- Resources for new staff > Prior to Training Clinic look over & review the resources available > It is not necessary to print out the entire packet since these job aids are available on our website. But please print off and have hard copies of the common job aids that clerks routinely use at your agency for reference. Be sure to print of the Rights & Responsibilities [detailed](#) and [summary version](#), [race ethnicity \(English & Spanish Pages\)](#), proof required at [cert summary sheet](#); [income averaging](#), [basic model food pkg](#); [food list](#); [cert periods](#), [TAP](#) Some staff might find it helpful to assemble this information into a notebook with these resources for reference during their training and to write notes on.



	Folder Tab Name	Training Resources (Thumbnails & links)	
1	Intro Review/ Welcome	 <p><a href="#">Slides Welcome To Clerk Training (1 per page) – 12.17.25</a></p>	 <p><a href="#">Map of Nebraska WIC Clinics -2025</a></p>
2	R&R	 <p><a href="#">R &amp; R English Detailed</a> 1.14.26</p>	 <p><a href="#">R&amp;R Spanish Detailed</a> 1.14.26</p>  <p><a href="#">R &amp; R Eng &amp; Spanish Summary</a> 2.2020</p>
3	Authorized Rep & Proxy	 <p><a href="#">Proxy / alternate Shopper</a> 1.20.26</p>	 <p><a href="#">Authorized Representatives</a> 1.20.26</p>

4	Race & Ethnicity	 <p><a href="#">Race Ethnicity Determination effective 2.10.25</a> (whole packet includes 8 languages)</p> <p><a href="#">Procedure Reference: Collection of Racial/Ethnic Data</a></p>
5	Proofs	 <p><a href="#">Proof required at certification – slide handouts</a> 1.21.26</p> <p><a href="#">Proof required at certification – summary sheet</a> 1.21.26</p> <p><a href="#">No Proof Journey Printout – Signed Statement Sample</a></p> <p><a href="#">No Proof - Income fillable form</a></p> <p><a href="#">No Proof - Identity fillable form</a></p> <p><a href="#">No Proof - address fillable form</a></p>
6	Adjunct Eligibility	 <p><a href="#">Assessing for adjunct income eligibility – slide handouts</a> 1.14.26</p> <p><a href="#">2 slides per page – 1.14.26</a></p>

7 Income



Income assessment – determining HH size & income – slide handout  
1.21.26



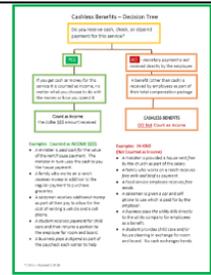
Household size assessment path & income path questions 8.2015



Income Averaging Template (Maternity Leave)  
11.30.09



WIC Words Certification Update  
1.21.26



Cashless Benefits Test – 5.24.16

Income



Income Students  
5.8.2020



Income – what counts & doesn't count 1.2026



Passport to Military Income  
1.2026

Income Guidelines (Effective May 1, 2025)	2025	2024	2023	2022	2021
1	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025
2	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025
3	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025
4	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025
5	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025
6	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025
7	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025

Income Guidelines (procedure)  
Effective May 2025

8 eWIC Packet & resources (more included on website)



Ewic check list  
10.2.23



Flip chart English 5.8.24

Flip Chart Spanish 6.3.24

EWIC is Here - Using the Flip Chart to help explain EWIC

Explaining eWIC to Clients – sample 13 min - using flip chart (example)



PIN Tips



WIC Shopper Installation

9 Foods



[Food List English](#)  
Ends 8.31.25

New Food list effective - Oct 1, 2025 - [English](#)  
11.20.25 version



[Food List Spanish](#)  
Ends 8.31.25

New Food list effective - Oct 1, 2025 - [Spanish](#)  
11.20.25 version



Model Food Pkg  
Child, Pregnant, Post Partum BF, Multiples..)  
[Effective 10.1.25](#); [Effective 4.1.26](#)



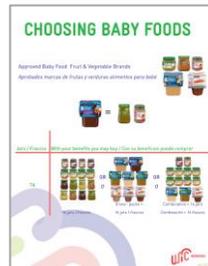
[Sample - family food benefit list](#)



[Food Packages For BF Women & Baby](#)  
12.2025  
6-11 mo; 9-11 mo pkgs



6-11 mo - [Full Formula Food pkg](#) - 12.2025



[Choosing Baby Foods Baby Food Jars & 2 Packs](#)  
10.2025



[Food activity Worksheet](#)  
2.19.25

9 2021 Formula & PAF



[Contract Formula](#)  
10/2025



[PAF Child 1-5 & Women](#)  
12.2022



[PAF Infants Up to 12 Months](#)  
4.2023

10 Appt. Schedule



[Appointment reminder](#)  
1.17.23



[Cert Periods & Nutr Ed Contacts](#) - 2/2025  
[Length of certification periods](#) - Rev 7.2020



[WIC Appointment Types](#) 5.26.20  
Update suggestions?

11 TAP

When to use TAP, AP, or P						
Age Group	WOMEN	WOC	WOMAN	CHILD or INFANT	WOMEN	WOMEN
	ACTIVE	ACTIVE	TERMINATED or RESIGNED	TERMINATED OR RESIGNED	TERMINATED	ACTIVE & BF
18-24	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF
25-34	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF
35-44	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF
45-54	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF
55-64	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF
65+	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF	Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF Eligible women to be BF

When to use TAP, AP or AP 12.15.15

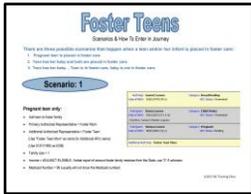
12 Foster



Foster Care Slides – Handouts 5.12.20



Foster care reference for rollout to test 8.15.18



Foster Teen Scenarios – how to enter into Journey 8.2017



Foster Teen 4.6.15

13 Notification

Notice for BF moms over 6 months PP – 2.2020



Procedure – Change of benefits for BF women after 6 months PP – Rev 1.2020



Appointment reminder 1.17.23



Notice of ineligibility – sample printout – 4.2018



Procedure – Notification of Ineligibility – Rev 7/2016



14 Contact List, State Staff, Help Desk

State WIC Staff 1.16.26



LA WIC Director Listing 1.7.26

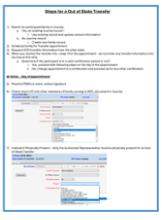


WIC Help Desk 8.1.25



15 Transfers

Out of State Transfers – Steps 3.2025



Entering Names into Journey - Prevent Duplicate Records 1.22.2026



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If you notice updates needed to this resource form, please contact Jackie Johnson – [jackie.johnson@nebraska.gov](mailto:jackie.johnson@nebraska.gov)

## CLERK TRAINEE – TAB NAMES FOR FOLDER DIVIDERS FOR DIGITAL HANDOUTS

## WIC Clerk Job Aids: On Public Site

<http://dhhs.ne.gov/Pages/WIC-Clerk-Job-Aids.aspx>

- 01. Introduction Welcome
- 02. Rights & responsibilities
- 03. Authorized Reps & proxy
- 04. Race Ethnicity
- 05. Proofs
- 06. Adjunct Eligibility
- 07. Income
- 08. Benefit issuance and eWIC Ed - separate ewic packet
- 09. Food and Formula
- 10. Scheduling
- 11. TAP
- 12. Foster care and teens
- 13. Notification forms
- 14. Contact List, State Staff, Help Desk
- 15. Transfers (preventing duplicate records, naming)