Procedure: Certification Form

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: A 1 Approval Date: 1/2019

Citation: 246.7(i) Revised Date: 7/2018

Purpose

To outline the application process and method of collecting information for certification.

Certification Forms/ Minimum Requirements

The minimum requirements for the WIC Certification Form, as established by 246.7 (i) are:

1. Name and address of applicant
2. Date of initial visit to apply for benefits
3. An indication of whether the applicant was physically present at certification and if not, the reason why an exception was granted
4. Information regarding income eligibility
5. A description of the document(s) used to determine residency
6. A description of the document(s) used to determine identity
7. A description of the document(s) used to determine income eligibility OR that the applicant has no income
8. Date of certification and medical data
9. Height/length, weight, and hematological test results. Pregnant women may be temporarily certified in the absence of blood work under special circumstances.
10. Pregnant women may be certified as presumptive eligible.
11. Nutritional risks which established eligibility
12. Signature and title of the Competent Professional Authority making the nutrition risk determination and if different, the signature and title of the person responsible for determining income eligibility
13. The following statements

    I have been advised and received a copy of my rights and responsibilities.

Certification Forms/ Minimum Requirements (cont.)

The information that I provided to WIC is correct and current.
To provide the most current and truthful information (WIC staff may verify this information is correct).

14. The statement – That if I intentionally lie to receive WIC benefits or if I violate the program rules that 1) My family can be taken off the program for up to one year, 2) I can face legal charges, and/or 3) I will have to pay money back to the program for foods or formula, I should not have received.

15. A statement regarding release of information if the State Health Officer has authorized disclosure of information to specific public organizations.

WIC Certification Form

The Nebraska WIC Program uses Journey (MIS system) to collect the required information.

Journey also serves as data collection method for the following:

1. The National WIC Minimum Data Set as established by USDA

2. Client food prescription and subsequent benefit issuance.

3. Information used in program management and evaluation