

Division of Community Nutrition

<i>Subject:</i> Certification Visit Overview		<i>Policy:</i> CRT 01.1
<i>Reference:</i> CFR §246.7	<i>Effective:</i> August 15, 2016	<i>Supersedes:</i> April 1, 2015

I. Policy:

At each certification or subsequent certification, applicants shall be screened for eligibility into the WIC Program.

II. Procedure(s):

- A. Screened for categorical, residential, financial and nutritional risk eligibility
- B. Required to provide proof of identity, residency, and income
- C. All applicants shall be physically present at the time of the certification visit to be eligible for WIC Program benefits in accordance with CRT 01.0
- D. The local agency personnel shall collect racial/ethnic data for each applicant with the WIC Form 415 during the initial certification and enter the information into Crossroads. If the applicant refuses to complete the form, choose the option in Crossroads for visual observation. The form can be destroyed after the applicant completes. To eliminate paper waste, an erasable laminate copy could be used.
- E. The applicant shall be informed that s/he is eligible / ineligible to receive WIC benefits
 - 1) If an applicant is eligible to receive WIC benefits:
 - a. S/he is enrolled into the Program for the appropriate certification period in accordance with CRT 07.0
 - b. Participant Rights and Responsibilities are explained in accordance with PRR 01.0
 - c. A food prescription is tailored to his/her needs
 - d. Basic nutrition education is provided and a nutrition education appointment is scheduled
 - e. Referrals are made to appropriate medical or social services
 - f. An eWIC Card is issued in accordance with FDS 04.2
 - g. Food benefits for the prescribed foods are issued and personnel are to review shopping guidelines provided in the Participant Handbook with the participant
 - h. Caretaker and Proxy designation is explained in accordance with PRR 02.0 and PRR 02.1