

Division of Community Nutrition

<i>Subject:</i> Financial Eligibility		<i>Policy:</i> CRT 05.0
<i>Reference:</i> C.F.R. § 246.7	<i>Effective:</i> August 15, 2016	<i>Supersedes:</i> August 12, 2013

I. Policy:

It is the policy of the Division of Community Nutrition that an applicant / participant shall meet federal financial eligibility requirements to receive WIC benefits. Financial eligibility shall be determined at *each* certification visit and documented in the applicant's / participant's record. Financial eligibility requires that adjunctive or income requirements are met.

II. Procedure(s):

- A. Local agency personnel shall determine if financial requirements for certification are met through adjunctive eligibility.
- B. If the applicant / participant does not meet adjunctive eligibility requirements, then local agency personnel shall calculate income to determine financial eligibility.
- C. If the applicant / participant is not financially eligible for WIC benefits, local agency personnel shall inform the applicant / participant and complete the Letter of Ineligibility, WIC-315.
 - 1) Applicants found ineligible at subsequent certifications are allowed to keep and spend the remaining EBT food benefits issued for the certification period they were eligible.
 - 2) Applicants found ineligible prior to subsequent certification due to a change in financial status shall have EBT food benefits terminated when the determination of ineligibility has been made.
- D. Applicants / participants found financially ineligible shall be referred to programs with adjunctive eligibility.