

## Division of Community Nutrition

<i>Subject:</i> <b>Interruption of Benefits</b>		<i>Policy:</i> <b>ADM 02.0</b>
<i>Reference:</i> <b>C. F. R § 246.7</b>	<i>Effective:</i> <b>August 12, 2013</b>	<i>Supersedes:</i> <b>April 2, 2007</b>

### **I. Policy:**

It is the policy of the Division of Community Nutrition that the State WIC Office (SWO) may discontinue benefits to participants due to funding shortages. Benefits may be discontinued by disqualifying a group of participants and/or withholding benefits of a group with the expectation of restoring benefits when funds are available. Such action(s) shall be taken only after the SWO has explored alternative actions to have the least possible number of participants affected and to include those participants whose nutritional and health status would be least impaired by withdrawal of program benefits. Local agencies shall only implement an interruption of benefits as specified by written direction from the SWO. The SWO shall exercise its federal authority to limit participation to high priorities in the case of funding shortages.

### **II. Procedure(s):**

- A. If benefits are to be suspended or terminated to a participant during his/her certification period due to the shortage of WIC program funds, the local agency shall issue a Letter of Ineligibility, WIC-315, not less than 15 days before the action takes place. Such notification shall include the reason for the action and the participant's right to a fair hearing.
  - 1) When a state agency elects to discontinue benefits to a number of certified participants due to insufficient funds for a period of time, it shall not enroll new participants during that period.