I. Policy:

Local agencies shall follow emergency procedures in the event of an emergency situation. Incorporate procedures to continue WIC benefits into the district’s Emergency and Business Recovery Plan.

II. Procedure(s):

A. The local agency shall follow procedures outlined in the district’s Emergency and Business Recovery Plan when reporting an emergency situation to the District Director.

1) The District Director (or designee) contacts the State WIC Office on the local agency’s operational status by reporting the following information:
   a. The number of WIC staff and participants affected by the disaster;
   b. The extent of damage to service delivery;
   c. If Program records / equipment have been damaged or destroyed;
   d. The number of WIC vendors closed and if retail purchase is still possible;
   e. The estimated number of newly eligible applicants as a result of the disaster;
   f. The estimated length of service disruption;
   g. If electricity and / or water service has been disrupted;
   h. The safety of the water supply; and
   i. If assistance is needed.

2) The District Director and the State WIC Office shall jointly determine whether or not WIC services will continue, be interrupted, or be altered.

B. Protect all Program records, supplies and equipment from possible damage or destruction.

1) Secure and / or move computer / medical equipment, supplies and participant records.

C. Follow policy and procedure requirements related to financial eligibility, certification and nutrition education, prescribing the appropriate food package, and food benefit preparation and issuance.

D. Deliver full benefits to participants under emergency situations by following procedures to ensure provision of services:

1) Maintain a list of names, addresses, telephone numbers and contact persons for emergency centers in order to coordinate services
2) Coordinate services with emergency centers by providing staff for certification and/or food benefit issuance

3) Establish alternative certification and/or food benefit issuance sites

4) Use mobile equipment to provide certification and/or food benefit issuance

5) Inform participants on how to access WIC benefits

6) Inform potential applicants of WIC Program benefits and availability

7) Provide information on food preparation and safety concerns

8) Issue WIC Transfer Cards to participants who relocate

9) Develop or update an alternative emergency food services list

10) Refer participants to alternative emergency food services

E. Follow evacuation procedures in the event the local agency evacuates the location.

1) Secure computer and/or medical equipment, supplies, formula samples, and Program records

2) Notify the State WIC Office that the clinic site is closing

F. Local agency personnel shall be trained and knowledgeable of all emergency procedures and any updates.