

Division of WIC & Community Nutrition Services

Subject: Certification of Homeless / Institutionalized		Policy: CRT 04.1
Reference: CFR §246.7	Effective: August 12, 2013	Supersedes: June 15, 2006

I. Policy:

Local agencies shall serve homeless / institutionalized applicants if they meet all eligibility requirements.

II. Procedure(s):

- A. Facilities / institutions where homeless applicants reside shall meet the following conditions:
 - 1) The facility / institution does not accrue financial or in-kind benefits from a person's participation in the program;
 - 2) Foods provided by WIC are not included in a communal food service, but are available exclusively to the WIC participant;
 - 3) The facility / institution places no constraints on the ability of the participant to receive WIC foods and nutrition education.
- B. Contact the facility / institution and request a written statement that documents compliance with all three conditions.
- C. Maintain a file of written compliance statements from all facilities / institutions.
- D. Inform the facility / institution that to be compliant, they only need to alter standard procedures to meet the three conditions for the residents who are WIC applicants / participants.
- E. Request facilities / institutions to notify the local agency if they cease to comply with any of the conditions.
- F. Inform participants they may need to make alternative arrangements before subsequent certification if compliance is not established or the facility / institution declines to cooperate with the local agency.
 - 1) If the participant remains in a non-compliant homeless facility / institution, WIC food benefits, *except infant formula*, may no longer be issued to the participant. The participant may continue to receive nutrition education and referral services.