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.