

# WIC Policy and Procedures Manual

## Glossary

### **A-133 Audit**

The A-133, or Single, audit is a comprehensive review of the Commonwealth's compliance with Federal regulations. It differs from the State Technical Assistance Review (STAR) in that the STAR is a comprehensive review of compliance with federal and state regulations and policies specific to the WIC program.

### **Affidavit**

A form which allows special populations exempt from documentation requirements by federal regulations to self-declare income, identification, and / or residency.

### **Annualized Income**

Income amount covering a 12 month period used to determine financial eligibility for the WIC Program.

### **Applicant**

A pregnant, breastfeeding, or postpartum woman, infant or child (up to the age of five) who applies for WIC benefits. Applicants include individuals who are currently enrolled in the WIC program, but are applying for subsequent certification.

### **Application Date**

Date an applicant contacts the local agency to make an oral or written request for WIC benefits or was referred to WIC.

### **Breastfeeding**

The practice of feeding a mother's breast milk to her infant(s) on the average of at least once a day.

### **Breastfeeding women**

Women up to one year postpartum who are breastfeeding their infant(s).

### **Caseload**

The number of WIC participants assigned to a local agency by the State WIC Office for funding purposes. See Participation Target.

### **Caretaker**

A parent or legal guardian may designate one (1) caretaker per family ID number to certify an infant / child, to obtain / redeem food instruments, and to attend nutrition education. A caretaker may be any person who has detailed knowledge of the nutritional needs and eating habits of the infant / child. The caretaker has the ability to refuse nutrition education.

### **Categorical eligibility**

An applicant who meets the definition of pregnant woman, breastfeeding woman, postpartum woman, infant or child.

**Certification**

The use of criteria and procedures to assess and document each applicant's eligibility for the Program.

**Certification Date**

Date an applicant is initially enrolled or re-enrolled into the WIC Program and is eligible to receive nutrition education and food instruments.

**Children**

Persons who have reached their first birthday but not yet reached their fifth birthday.

**Competent Professional Authority (CPA)**

Local agency personnel authorized to determine nutritional risk and prescribe supplemental foods.

**Complainant**

Any applicant, participant, proxy, legal guardian, or state personnel who objects to the official actions of the WIC program, accuses the WIC program of violating federal, state, or local policies or procedures, either in verbal or written form, and requests follow-up action.

**Days**

All references to "days" in the WIC Policy & Procedures Manual refer to calendar days, unless otherwise indicated.

**Disqualification**

The act of ending Program participation of a participant, authorized retail store, or local agency, whether as a punitive sanction or for administrative reasons.

**Division of Community Nutrition (DCN)** The division within the Virginia Department of Health that administers the Virginia WIC Program.

**Dual Participation**

Simultaneous participation in the Program at one (1) or more WIC clinics.

**Economic Unit**

A person or group of persons who usually live together and whose production of income and consumption of goods or services are related. *Note:* does not apply to persons living in a communal setting.

**Enrollment**

The number of persons certified as eligible for the Program at a certain point in time.

**Emergency**

Any situation that threatens the continuity of local agency operations or the safety of its personnel. Emergencies include disasters and states of emergency as declared by the Governor.

**Fair Hearing**

A procedure through which an individual may appeal a State WIC Office or local agency action that results in the individual's denial of participation or disqualification from the Program.

**Federal Regulations**

7 CFR, part 246 - federal rules and regulations that govern the WIC Program.

**Food and Nutrition Service (FNS)**

The agency that acts on behalf of the United States Department of Agriculture in the administration of the WIC Program.

**Food Prescription**

Authorized supplemental foods that are prescribed according to the category and nutritional need of the participant.

**Full Time Equivalency (FTE)**

A decimal indicating the percentage of time an employee works on an annual basis (based on 30 hours per week). One employee working a 30 hour week for 52 weeks equals one (1.0) FTE.

**Growth Funds**

Additional monies paid to local agencies for participation above their Participation Target, as identified in the Memorandum of Agreement (MOA).

**Health District**

A grouping of cities and / or counties that provide public health services in a geographic location. There are 35 health districts in Virginia.

**High-Risk**

Those individuals whose health is most in jeopardy due to their nutritional and/or health status.

**Homeless Facility**

A supervised publicly or privately operated shelter designed to provide a temporary residence (not more than 365 days); a temporary residence facility for individuals intended to be institutionalized; or a publicly / privately operated place not designed for, or normally used as, a regular sleeping accommodation for humans.

**Homeless Individual**

A woman, infant, or child who lacks a fixed and regular nighttime address; or whose primary nighttime residence is a homeless facility.

**Inactive Enrollee**

A person who is certified in the WIC Program, but who has not received food benefits for over 30 days after the last date to spend for the most recently issued food instruments. An Inactive Enrollee is counted in the number of persons enrolled in WIC, but is not counted in the number of participants in the program. The number of participants plus the number of Inactive Enrollees equals the number of persons enrolled in the WIC Program.

**Income**

Gross monies earned by all members of an economic unit before deductions for income taxes, social security taxes, insurance premiums, wage garnishments, unemployment insurance, medical premiums, savings, pensions, and other deductions.

**Infant**

Person having been born, but has not yet reached their first birthday.

**Infant Formula Rebate**

A contractual agreement between the WIC Program and an infant formula company to reimburse WIC a specified amount of money for each unit of approved formula sold to participants at the prevailing market price.

**Institution**

Any residential accommodation, which provides meal service except private residences and homeless facilities.

**Leave and Earnings Statement (LES)**

The earnings statement for a member of the uniformed service.

**Legal Guardian**

A person who has been appointed by a court of law or Department of Social Services, or other legal means, to have primary, physical custody of a minor. A legal guardian shall be authorized to provide eligibility information for an applicant, consent to medical treatment of the applicant, and shall be held legally bound if sanctions are imposed.

**Licensed Health Care Professional**

Someone authorized to write medical prescriptions in accordance with Virginia State Law.

**Local Agency**

In accordance with 7 CFR 246.5, a public or private, non-profit health or service agency which provides health services, either directly or through contract.

**State Technical Assistance Review (STAR)**

The State Technical Assistance Review (STAR) is the State WIC Offices ongoing management evaluation system which includes at least the monitoring of local agency operations, the review of local agency financial and participation reports, the development of corrective action plans to resolve program deficiencies, the monitoring of the implementation of corrective action plans, and on-site visits.

**Migrant Farmworker**

An individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes, for the purpose of employment, a temporary residence.

**No-Shows**

Participants/applicants who fail to appear for a scheduled appointment.

**Nutrition Education**

Individual or group education sessions and the provision of information and educational materials that are designed to improve health status, achieve positive change in dietary habits, and emphasize the relationship between nutrition and health, all in keeping with the personal and cultural preferences of the individual.

**Nutritional Risk**

(a) Detrimental or abnormal nutritional conditions detectable by biochemical or anthropometric measurements; (b) Other documented nutritionally related medical conditions; (c) Dietary deficiencies that impair or endanger health; (d) Conditions that directly affect the nutritional health of a person, including alcoholism or drug abuse; or (e) Conditions that predispose persons to inadequate nutritional patterns or nutritionally related medical conditions, including, but not limited to, homelessness and migrancy.

**Participants**

Pregnant, breastfeeding or postpartum women, infants, and children who receive WIC food benefits during any calendar month, or within 30 days after the last date to spend for the most recently issued food benefits.

**Participation**

Reflects the number of people for the report month who have received food benefits, or are within 30 days after the last date to spend for the most recently issued food benefits. A person receiving food benefits is still counted as a participant even if they do not redeem the food benefits.

**Participation Target**

The average monthly number of LA participants funded by the SWO for a FFY. (See Caseload).

**Postpartum**

Women up to six (6) months following termination of a pregnancy.

**Poverty Income Guidelines**

Guidelines described by the Department of Health and Human Services, which are adjusted annually.

**Pregnant**

A woman determined to have one or more embryos or fetuses in utero.

**Priority System**

The ranking of participants from the greatest need to the lowest need to receive WIC benefits. Priorities 1-6 are served in Virginia.

**Processing Standards**

The time-frames for certifying applicants. For pregnant women, infants under age six (6) months, migrants and homeless persons, within ten (10) calendar days from request for services. For all other applicants, within twenty (20) days.

**Program**

The Special Supplemental Food Program for Women, Infants and Children (WIC) authorized by Section 17 of the Child Nutrition Act of 1966, as amended.

**Proxy**

A person designated by the participant, parent, or legal guardian to act on their behalf for all WIC program services except certification. Parents or caretakers applying on behalf of child and infant participants are not proxies. Proxies must attend nutrition education in order to receive food instruments. The proxy is responsible for compliance with WIC program requirements for all activities s/he may perform on behalf of the participant, parent, or legal guardian. The proxy is to share information received on nutrition education and health related and public assistance referrals to the participant/parent/legal guardian/caretaker.

**Referral**

Identifying a participant's needs and where those needs can be addressed.

**Retailer**

A retail store or commissary authorized by the Virginia WIC Program to accept WIC food instruments for the types and quantities of food listed on the food instruments.

**SNAP**

The Supplemental Nutrition Assistance Program, previously known as the Food Stamp Program.

**Solicitation**

Approaching with information or otherwise enticing any WIC participant / proxy to attempt to influence his / her decision to choose a particular retail store to purchase WIC authorized foods.

**Special Formula**

Includes exempt infant formula and medical foods. They must be prescribed by a healthcare provider.

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development of corrective action plans to resolve program deficiencies, the monitoring of the implementation of corrective action plans, and on-site visits.

**Subsequent Certification**

Eligibility certification performed for an applicant who is currently enrolled in the WIC Program.

**Supplemental Foods**

Foods containing nutrients determined to be beneficial for pregnant, breastfeeding, and postpartum women, infants, and children, as prescribed by the Secretary.

**United States Department of Agriculture (USDA)**

The federal agency that provides funding for the WIC Program on the behalf of Congress.

**Vicinity**

The vicinity of the local agency site means any area near, in the neighborhood of, or in the surrounding areas of the site. At a minimum, a twenty (20)-foot buffer / neutral zone shall apply.

**Virginia Department of Health (VDH)**

The state agency that oversees the Virginia WIC Program.

**Waiting List**

A list implemented by the State WIC Office when the maximum caseload is reached.

**WIC Coordinator**

Liaison between the State WIC Office and the local agency. The WIC Coordinator disseminates WIC Program information to all local agency personnel.

**WIC Policy and Procedure (P&P) Manual**

The plan describing the manner in which the State WIC Office intends to implement and operate all aspects of program administration at the local agency level.

**WIC Service Plan**

A plan which consists of a needs assessment of operations, nutrition, and outreach goals and objectives that are designed to meet the identified needs of the population.

**WIC Transfer Verification of Certification (VOC)**

A document that provides proof of certification in order to facilitate uninterrupted Program benefits when a participant moves.