

Division of Community Nutrition

<i>Subject: System Termination from the WIC Program</i>		<i>Policy: CRT 09.1</i>
<i>Reference: CFR §246.7</i>	<i>Effective: March 15, 2019</i>	<i>Supersedes: August 12, 2013</i>

I. Policy:

Participants shall be notified at WIC food benefits issuance and / or 15 calendar days before they are terminated. Participants shall be informed of the right to a fair hearing as required by federal law.

II. Procedure:

A. The following system terminations are automatically conducted in Crossroads. No action by the local agency is required.

- 1) Women's period of eligibility has expired. Local agency shall verbally inform participant at the last certification appointment before expiration.
- 2) Child ineligible after fifth birthday. Local agency shall verbally inform participant at the last certification appointment before expiration.
- 3) Certification period expired. Participant informed of this policy at each certification or subsequent certification.
- 4) Failure to receive WIC food benefits for ninety (90) days after the last date to spend. Participant is notified of this policy at each WIC food benefits issuance.

B. Local agency personnel shall terminate a WIC participant for the following reasons and provide the notification listed.

Reason for Termination	Notification Requirement
Moved from State of Virginia	Verbally inform participant when moving out of the state.
Is not financially eligible	Issue Letter of Ineligibility, WIC-315
Does not have a nutritional risk	Issue Letter of Ineligibility, WIC-315
Placed on waiting list	Issue Letter of Ineligibility, WIC-315
Dual participation	Issue Disqualification Letter for Program Abuse, WIC-315

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Program abuse	Issue Disqualification Letter for Program Abuse, WIC-315
Deceased	No notice issued
Participant no longer wants benefits	Issue Letter of Ineligibility, WIC-315
Applicant is in a priority for which there is a freeze on enrollment	Issue Letter of Ineligibility, WIC-315
Applicant is in a category for which there is a freeze on enrollment	Issue Letter of Ineligibility, WIC-315
Data entry error	No notice issued.
Residency Ineligible	Issue Letter of Ineligibility, WIC-315