In-person certifications

1. Follow all standard WIC polices for seeing and documenting required proofs of income, ID and residency. See Volume 1, Chapter 6 - Income and Chapter 18 – Certification.

   - If the participant has proof of income, ID or residency, but doesn't provide it at the certification appointment:

      o Provide a one-month temporary certification for the missing proof(s).

      o If proof of income is missing, have the participant fill out and sign the Temporary Certification for Missing Proof of Income form and scan it into Cascades from the Income Information screen.

   - If the proof doesn't exist have the participant sign the appropriate affidavit(s) in Cascades.

2. Have the participant sign the Rights and Responsibilities form.

3. Have the participant sign for benefits issued.

4. Follow standard policies for anthropometrics and blood work.

   - Continue to encourage participants to bring measurements from their providers.

   - Provide the Measurement and Bloodwork Information Form to participants to get this information from their provider.

5. Complete the remaining certification requirements.

Refer to Volume 1 of the WIC Policy Manual.

Remote certifications

1. Apply the waivers and follow the Providing Remote Services policies.

   - Document COVID-19 as proof of income, ID, or residency due to remote services unless:

      o The participant has a P1 (Provider One) number that gives eligibility and can be used for proof of income, ID and residency.

      o The clinic uses video chat and can see the participant's proof.

      o The participant has access to secure email or text to share a picture of the proofs.

   - Document not physically present - COVID-19 in participant demographics.

2. Encourage participants to get measurements from their medical provider. Provide the Measurement and Bloodwork Information Form to participants to get this information from their provider.

3. Issue benefits for the appropriate number of months. Don't limit benefit issuance to one month.

   - Staff sign for the food benefits and write RBI for Remote Benefit Issuance.

4. Complete the remaining certification requirements.

Washington State WIC Nutrition Program

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