



Staff Tool: Scanning Participant Forms



This tool shows staff which screen in Cascades to use when scanning participant forms. If policy doesn't specify a screen, the tool provides a recommended option.

Form Title	Document Location	Signature Type	Cascades Screen to Scan Document	Notes	Reference
Breast Pump Release of Liability	Cascades and Breast Pump Release of Liability Form	Electronic signature	Health Information	After capturing the signature in Cascades, print and scan form.	Volume 1, Chapter 15: Breastfeeding
Breast Pumps: Lost, Stolen or Damaged Breast Pump Report	Lost Stolen or Damaged Multi-user Electric Breast Pump Report	N/A	Health Information		Volume 1, Chapter 15: Breastfeeding
Overdue Pump Letter	Volume 1 Chapter 15 Breastfeeding				
Custody and Foster Paperwork	Examples: DCYF Caregiver Authorization, Custody Documentation	N/A	Health Information (recommended)		Volume 1, Chapter 25: Legal Considerations and Confidentiality
Individual Authorization to Release WIC Information (Release of Information)	Cascades and Individual Authorization to Release WIC Information	The form must be printed, signed with wet signature*, and scanned.	Health Information (recommended)		Volume 1, Chapter 25: Legal Considerations and Confidentiality
Medical Documentation Form (MDF)	Washington WIC Medical Documentation Form	If applicable, Release of Information section requires wet signature* signed by caregiver.	Attach Medical Documentation section of Food Prescription screen		Volume 1, Chapter 24: Medical Documentation for Formulas and Food
Medical Foods and Medical Formulas Form	Medical Foods and Medical Formulas form				
WIC/Medicaid Nutrition Form (MNF)	Medical Nutrition WIC Information Form				



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Form Title	Document Location	Signature Type	Cascades Screen to Scan Document	Notes	Reference
Not Eligible Letter	Not Eligible Letter	N/A	Health Information		Volume 1, Chapter 20: Notification, Fair Hearings and Civil Rights
We Missed You Letter	We Missed You Letter				Volume 1 Chapter 18 Certification
Rights and Responsibilities	Cascades and Rights and Responsibilities Form	In Person: Electronic signature	Health Information (recommended)	Only scan when paper form is signed due to computer issues or power outages.	Volume 1, Chapter 7: Rights and Responsibilities
		Remote: Using signature pad, staff enter “read to/ppt agreed” with staff initials			
		Paper Copy: Staff enter “scanned R and R”			
Statement of Income Form (Affidavit for Income)	WIC Statement of Income Form	In Person: Electronic signature	Income Information (recommended)	Only scan when paper form is signed due to computer issues or power outages.	Volume 1, Chapter 6: WIC Income
		Remote: Using signature pad, staff enter “read to/ppt agreed” with staff initials			Required Guidance: Remote Certification
Temporary Certification for Missing Proof of Income	Cascades and Temporary Certification for Missing Proof of Income Form	In Person: Electronic signature	Income Information	Only scan when paper form is signed due to computer issues or power outages.	Volume 1, Chapter 6: WIC Income
		Remote: Using signature pad, staff enter “read to/ppt agreed” with staff initials			Required Guidance: Remote Certification
Transfer Card (From Out of State)		N/A	Assigned Risk Factors		Volume 1, Chapter 21: Transfers/Verification of Certification

*Wet Signature - A wet signature is a handwritten signature made with ink directly on a physical document. Unlike electronic signatures, which are digital, wet signatures require the physical presence of the signer and are created in real-time.



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