

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual  
Notice of Revision



Date: 4/15/2021

Notice Number: 2021-03

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
Chapter: 3 – Application and Processing Standards	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change:	<input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete
If you have questions about this revision or wish additional copies, call or write:	
Department of Health State WIC Nutrition Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410	

**Explanation of Revisions:**

- This chapter was revised to align with Cascades and is approved and Final.
- The following table of revisions shares high level changes made from the Client Services (CIMS) version to this Cascades version.

**Attachments:**

- Memo
- Manual Revision
- Other \_\_\_\_\_



**This institution is an equal opportunity provider.**  
Washington State WIC Nutrition Program doesn't discriminate.



DOH 960-367 April 2021

Volume 1, Chapter 3 – Application and Processing Standards  
Table of Revisions

Policy/Page	Revision	Comments
Through-out chapter	<b>Terminology changes</b> Updated terms from CIMS to Cascades.	
Eligibility Requirements p. 1 – 2	<b>Procedure</b> A: <b>Added</b> the following clarifications: <ul style="list-style-type: none"> <li>• Proof of pregnancy isn’t required since it may cause personal expense to the applicant.</li> <li>• A participant is considered breastfeeding when either breastfeeding the infant once a day on average, or expressing breastmilk to feed to the infant once a day on average.</li> <li>• A non-breastfeeding postpartum participant is a participant who has been pregnant within the past 6 months regardless of the length of the pregnancy or its outcome (for example: live birth, still birth, miscarriage, or spontaneous or elective abortion).</li> </ul> B: <b>Added</b> the following clarifications: <ul style="list-style-type: none"> <li>• There is no length of residency requirement.</li> <li>• A person doesn’t have to be a United States citizen to be on the Washington WIC program.</li> <li>• See the National WIC Association’s <a href="#">Public Charge Talking Points</a> for more information.</li> </ul> C: <b>Added</b> the following clarifications: <ul style="list-style-type: none"> <li>• A person is income eligible when they are currently eligible for a program that makes them automatically income eligible for WIC, called adjunctive eligibility, or</li> <li>• Household income is at or below WIC’s guidelines, which are 185% of the federal poverty level.</li> </ul> D: <b>Added</b> the following clarifications: <ul style="list-style-type: none"> <li>• The Competent Professional Authority (CPA) completes an assessment and determines if the person is at nutrition risk.</li> </ul>	All additions listed here are in in other policy chapters and were added here for clarity and consistency.

Volume 1, Chapter 3 – Application and Processing Standards  
Table of Revisions

Policy/Page	Revision	Comments
<p>Processing Standards – Timeframes for Scheduling Certification Appointments p. 3 - 4</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Agencies must serve Pregnant, Breastfeeding, Infant and Migrant applicants within 10 calendar days of the initial contact date.</li> <li>• Agencies must serve Children and Non-breastfeeding Postpartum applicants within 20 calendar days of the initial contact date.</li> <li>• The initial contact date is the date the person first asks for WIC services in person. (removed by phone).</li> <li>• Removed all information about extensions to the 10 day processing standards.</li> </ul> <p><b>Procedure</b> <b>Updated</b> to match policy and align with Cascades.</p>	<ul style="list-style-type: none"> <li>• The 10-day and 20-day processing standards are programmed into Cascades at the statewide level.</li> <li>• Cascades doesn't allow for the extension to the processing standards by agency.</li> </ul>
<p>Reserve Appointment Times for New Applicants, Transfers, and Employed Persons p. 5</p>	<p><b>New Recommendation</b> Local agencies should reserve appointment times each week for new applicants, new infants, transfer participants and employed parents and caretakers.</p>	
<p>Contact Pregnant Applicants Who Miss Initial Appointments p. 6 - 7</p>	<p><b>Policy &amp; Procedure</b> Minor edits to align with Cascades.</p>	
<p>Schedule Appointments for Participants, Parent Guardians and Caretakers p. 8 - 9</p>	<p><b>Policy</b></p> <ol style="list-style-type: none"> <li>1. Develop flexible appointment schedules to ensure that employed WIC participants, parent guardians, and caretakers can participate in the program.</li> <li>2. Provide scheduled appointments when requested, even if the clinic typically doesn't schedule appointments (open access).</li> </ol>	<p>Intent of policy didn't change.</p>
<p>Initial Screening and Documentation Requirements p. 10 - 12</p>	<p><b>Policy</b> <b>Added</b> requirement to policy to complete a statewide search before creating a new record for the applicant or participant. Updated to match required documentation in Cascades for a new participant.</p>	

Volume 1, Chapter 3 – Application and Processing Standards  
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Policy/Page	Revision	Comments
	<p><b>Procedure</b> <b>Updated</b> with details about what fields are required and definitions when appropriate.</p>	
Participant Identification	<b>Removed Policy</b>	<ul style="list-style-type: none"> <li>• Moved to <a href="#">Volume 1, Chapter 18 – Certification</a>.</li> <li>• Providing Identification is a certification requirement.</li> </ul>
Restricting WIC Participation Based on Specific Residency or Membership Requirements p. 13	<p><b>Policy</b> Minor editing and formatting changes.</p>	
One Month Temporary Certification for Missing Proof of Identification and Residency	<b>Removed Policy</b>	<ul style="list-style-type: none"> <li>• Moved to <a href="#">Volume 1, Chapter 18 – Certification</a>.</li> <li>• Providing Identification and proof of residency are certification requirements.</li> </ul>
Participants with No Proof of Identity or Residency	<b>Removed Policy</b>	<ul style="list-style-type: none"> <li>• Moved to <a href="#">Volume 1, Chapter 18 – Certification</a>.</li> <li>• Providing Identification and proof of residency are certification requirements.</li> </ul>
Race and Ethnicity Reporting	<b>Removed Policy</b>	<ul style="list-style-type: none"> <li>• Moved to <a href="#">Volume 1, Chapter 18 – Certification</a>.</li> <li>• Documenting race and ethnicity is done at the certification appointment.</li> </ul>
Document Language Read and Language Spoken p. 14	<p><b>Policy</b> Name change from “Report” Language Read and Language Spoken to “Document”.</p> <p><b>Procedure:</b> B, <b>added</b> reference to the “I Speak Statements” to help determine a participant’s language spoken.</p>	
Appendix	<b>Removed</b> - No Proof of Identity and Residency Form	Moved to <a href="#">Volume 1, Chapter 18 – Certification</a> .