



# Washington WIC – Certifier Competency Training Worksheet

## 1. Getting Started in WIC

Competency	Certifier is able to:	Training Requirements
<p>Know WIC’s mission and eligibility requirements and the beginning steps for getting participants on the program.</p>	<ul style="list-style-type: none"> <li>• Describe WIC’s mission.</li> <li>• Describe how WIC helps participants (e.g. benefits to participants).</li> <li>• State the four eligibility requirements.</li> <li>• Describe how income eligibility is determined. Include:               <ul style="list-style-type: none"> <li>○ Adjunctive eligibility</li> <li>○ Income averaging</li> <li>○ ProviderOne</li> <li>○ Separation of Duties Requirement</li> </ul> </li> <li>• Respectfully ask and document race and ethnicity information.</li> <li>• Verbally review required points on Rights and Responsibilities form at each certification and recertification and obtain signature and date.</li> <li>• Schedule each participant within the required timeframe. Categories include:               <ul style="list-style-type: none"> <li>○ Pregnant</li> <li>○ Breastfeeding or Postpartum</li> <li>○ Child</li> <li>○ Infant</li> <li>○ Migrant participant</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. <b>View the following video:</b> <ul style="list-style-type: none"> <li>• <a href="#">Saving the Children: The Story of WIC</a></li> </ul> </li> <li>2. <b>Review all the following information:</b> <ul style="list-style-type: none"> <li>• <a href="#">Getting Started in WIC: How Applicants become WIC Participants</a></li> </ul> <p>WIC Manual - Volume 1</p> <ul style="list-style-type: none"> <li>• <a href="#">Chapter 3-Application and Processing Standards</a></li> <li>• <a href="#">Chapter 6 - Income</a></li> <li>• <a href="#">Chapter 7-Rights and Responsibilities</a></li> <li>• DRAFT <a href="#">Chapter 18-Certification</a> <ul style="list-style-type: none"> <li>○ Staff Tool: <a href="#">Cascades Required Fields</a></li> </ul> </li> </ul> </li> <li>3. <b>Complete the following course in the Learning Center (LC):</b> <ul style="list-style-type: none"> <li>• DOH State WIC <a href="#">Cascades Income Assessment Policy Training</a></li> <li>• DOH STATE WIC <a href="#">Competency 1 Getting Started 2022 Post Test</a></li> </ul> </li> </ol>



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<b>Additional Training Resources</b>
WA-State WIC – <a href="#">Washington State WIC website</a>
USDA WIC - <a href="#">Federal WIC website</a>

Be sure to discuss any outstanding questions or issues with the certifier. Document completion of this competency on the Certifier Competency Training Documentation Form.

To request this document in another format, call 1-800-841-1410.  
Deaf or hard of hearing customers, please call 711 (Washington Relay)  
or email [wic@doh.wa.gov](mailto:wic@doh.wa.gov).  
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