



IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

Idaho WIC Training **Eligibility**



What Will You Learn?

The WIC program has specific conditions applicants have to meet in order to be eligible. Reviewing documentation for an applicant's eligibility is an important part of the application process. We call the process of applying and reviewing eligibility a certification. In this course, you will obtain a knowledge base important for reviewing applicant eligibility to participate in the program. Not all steps of the certification process are covered in detail in this course. In future modules, you will learn all the steps so that you can complete a certification.

Instruction Level

Prerequisite for taking the course: WIC Overview

Items Needed for This Course

- Handouts: *What is WIC?* trigger card, Letter of Ineligibility, Application (if applicable)
- Access to the [Idaho WIC website](#)
- Access to the WIC computer system
- Calculator
- No Idaho TRAIN LMS online course exists for this guidebook

Recommended Time

- Approximate time it takes to complete the Eligibility course: 1-2 hours
- Approximate time it takes to complete the activities and discussion: 2-3 hours

Module 1: Residency, Category, and Identity

Residency

To be eligible for WIC program benefits, applicants must live in the area served by the WIC agency. Documentation is required to prevent dual participation (receiving WIC benefits from more than one WIC clinic) and ensure that applicants are served by the local agency where they live.

- It does not matter how long the applicant has lived in the area.
- The applicant must now live at an address in the area served by the agency.
- It does not matter if the applicant is an American citizen, a foreigner, or an undocumented alien.
- A “green card” or similar document is not necessary for WIC eligibility.

Proof of Residency

The applicant must provide some type of proof of residency. Proof of residency must show the address where the applicant currently lives (P.O. boxes cannot be accepted as proof). Some examples the applicant can use to prove residency include the following:

- A rent receipt showing the applicant’s address
- A utility bill with the applicant’s name and address
- A driver’s license

If there is any doubt about where the applicant lives, for example, if the applicant is homeless:

- Ask the applicant to describe where she/he lives.
- Document the information on the “No Proof” form.

Documentation of Residency

To document the applicant’s address, enter the address and indicate the proof of residency in the Family Information section in the WIC computer system. You will practice this later in this module.

Category

How do you know if a person applying for the WIC program meets the eligibility criteria of *category*?

To be eligible for the WIC program, an applicant must be in one of the following categories:

Category	Description	WISPr code
PREGNANT	A woman who is pregnant.	P
BREASTFEEDING	A woman who provides breast milk for an infant at least once a day on average.	B
POSTPARTUM (Not breastfeeding)	A woman up to six months after the end of pregnancy. The end of pregnancy can be due to the birth of a live baby, stillbirth, miscarriage, or therapeutic abortion.	N
INFANT	A child under 1 year old	I
CHILD	A child between 1 and 5 years old	C

Proof of Category

This information may be verbally reported or may be collected on the Application form if used by your agency. In the case of a pregnant woman, the applicant must provide proof of pregnancy. A woman who is visibly pregnant is not required to provide written proof of pregnancy. Other acceptable proofs pregnancy are a copy of the ultrasound with the estimated delivery date (EDD) or the EDD written on a prescription pad from a health care provider stating that the applicant is pregnant. Other agencies that provide pregnancy testing, like the local health department or Planned Parenthood, can also supply proof of pregnancy. This information must be documented in the WIC computer system.

Documentation of Category

When determining eligibility, you will enter the applicant's category in the WIC computer system (see Adding New Participant in your WISPr Quick Reference Cards or QRCs). Choose either "P" (pregnant), "B" (breastfeeding), or "N" (postpartum non-breastfeeding) for women. For infants or children, "I" or "C" will automatically be assigned based on the date of birth entered into the computer system.

- Pregnant women are certified for the duration of their pregnancy and up to the last day of the month in which the infant becomes six weeks old or the pregnancy ends.
- Breastfeeding women are certified until the last day of the month of their infant's 1st birthday or until the woman ceases breastfeeding, whichever occurs first.
- Non-breastfeeding (postpartum) women are certified up to the last day of the sixth month after the baby is born or the pregnancy ends.
- Infants less than 6 months old are certified up to 1 year of age. Infants older than 6 months are initially certified for 6 months.
- Children 1-5 years old are certified every 12 months.

Identity

Proof of identity is one of the many ways the WIC program prevents fraud and strengthens the integrity of the program. It assures the applicant is categorically eligible. Applicants must provide proof of identity at their initial certification.

Once an applicant becomes a WIC participant, the WIC Identification Folder can be used for proof of identity.

Proof of Identity

The applicant must provide some type of proof of identity. Some items the applicant can use include the following:

- Social Security card
- Driver's license or passport
- Birth certificate
- Crib card
- Government-issued identification
- Immunization record
- WIC Identification Folder

Visual identification is permissible at following certifications once initial proof of identity has been reviewed.

Documentation of Identity

To document the applicant's proof of identity, select the type of proof used in the dropdown list in the WIC computer system.



Complete Activity 1 in your Activities Packet

Module 2: Income Eligibility

Determining Household Size

Staff will determine the number of persons living in the household. A household is an economic unit composed of one person or group of persons, related or non-related, who usually live together and share economic resources and consumption of goods or services to support the household. The term “household,” “economic unit,” and “family” may be used interchangeably, but “household” is the most accurate word to identify the economic unit.

How is household size calculated?

Split custody: When custody of a child is split, the child is considered a member of the household in which they live the majority of the time (50% or more). A parent paying child support may not claim the child as a member of their household unless the child lives with them 50% of the time.

Joint custody: In joint custody, the child lives with each parent 50% of the time. Consider the child a member of the household that applies for WIC services first. The child may only be counted as participating in one household.

Foster child: A foster child for whom an agency has legal responsibility is counted as a household of one. Payments made by the agency for the care of the child count as the only income for the child.

Adopted child: Count the adopted child as part of the household that adopted the child.

Absent military personnel: Military personnel serving overseas or assigned to a military base and temporarily absent from the household should be counted in the household/economic unit. Income received by these military personnel should be counted toward total household income.

Child in temporary care family and friends: This refers to an infant or child in temporary care of friends or relatives, but not in the legal custody of the Idaho Department of Health and Welfare or other welfare entity (e.g., families of military personnel where the parent or caregiver of the child participant is not available to care for the child).

- Count the absent parent(s) in the household size as would have been the case prior to their departure. Use of this option depends on whether staff is able to reasonably determine income from documentation provided by the friend or relative caring for the children.
- If the above option is not feasible, consider the children to be part of the temporary caretaker’s household.

Pregnant women: A pregnant woman is counted as two members of a household (the pregnant woman and her unborn child).

Persons sharing a home: Count a person whose income is separate from other persons living in the household as a separate household unit, *if that person is able to provide for their own basic living expenses*. If a person does not earn enough money to likely provide for their own living expenses, include that person in the total household size and include the total income for the household.

Example

A divorced mother and her child live together. They receive alimony and child support payments from the child's father. The father is remarried, lives with his current wife, and together they have an infant. The current wife and ex-wife apply for WIC benefits.

The ex-wife and her child are an economic unit of two, and the alimony and child support payments are included in the income calculations for eligibility determination. The father, his current wife and their infant are an economic unit of three. The alimony and child support payments **cannot** be excluded or deducted from the father's income. The child living with the ex-wife **cannot** be counted in the father's household size.

Example

Sandie, a child WIC participant, has parents who share custody of her. Sandie lives with her mother one week and the next week she lives with her father. Sandie's mother certified her for WIC.

Sandie's mother is the WIC Responsible Adult. Sandie's father **cannot** bring Sandie in again to certify her. The mother would be encouraged to share the WIC foods over the month with the father.

Example

Sue is applying to WIC for her family. Her husband is in the Army and is currently assigned to a military base in Texas.

Even though Sue's husband is not currently living with his family, Sue's husband is considered part of the economic unit when determining WIC eligibility. His military income is counted as part of the total household income.

Example

Mariah applies to the WIC program. She is 17 and pregnant. Mariah lives at her parents' home with her boyfriend. Mariah is working and pays her parents for room and board. Her boyfriend is working part-time and he contributes toward room and board.

Mariah, her unborn baby, and her boyfriend are counted as a household of three. Any income generated by Mariah and her boyfriend is used to determine income eligibility. Her parents' income is **not** counted.

Example

Chelsea is 16 and pregnant. She lives with her boyfriend in an apartment. Neither Chelsea nor her boyfriend are working. Chelsea's father gives her money whenever she needs money for the apartment rent, utilities, food, etc., and she is covered under her father's health insurance.

Since her boyfriend is not generating any income or contributing to the household, Chelsea's household size will include Chelsea, her unborn baby, her boyfriend, and Chelsea's father (4). Since the money being provided by Chelsea's father is endless/unlimited, Chelsea's father's income is included when determining income eligibility.

If Chelsea's father provides a fixed amount of money every month, (e.g., \$1000/month), use \$1000 for the monthly income determination. In this example, the household size is 3: Chelsea, the unborn baby, and the boyfriend.

If Chelsea or her boyfriend begin to generate income and can live in their own apartment without regular financial support from her father, then Chelsea, her unborn baby, and her boyfriend would be counted as her household size (3), even if she continues to be covered by her father's insurance.

Adjunct Income Eligibility

Adjunct income eligibility (AE) means another government program has already found that the applicant has an income that is 185% of federal poverty guidelines or less. When this is the case, WIC does not need additional proof of income. People who are enrolled in these programs are adjunctively income eligible for the WIC program.

Programs that provide adjunct income eligibility for WIC:

- Supplemental Nutrition Assistance Program (SNAP), previously called Food Stamps
- Medicaid (MA)
- Children's Health Insurance Program (CHIP)
- Temporary Assistance for Needy Families (TANF)

There may be instances where one participant's income eligibility qualifies the entire household for benefits. For example, an infant born to a woman with current Medicaid participation is income eligible for their first year of life. It is possible for one member to be AE and another to still have to provide proof of income.

To qualify for WIC, AE WIC applicants will appear in the income determination part of the WIC computer system as needing only a verbal income documented. These applicants are eligible for WIC even if their gross income is over WIC income guidelines because other programs can calculate income differently.

Although AE applicants do not need to *prove* their income, they do need to tell you what their income is. Enter the verbal amount provided by the applicant into WISPr.

Traditional Income Eligibility

If an applicant is not adjunctively income eligible or income eligibility is unable to be determined with the information provided, traditional income eligibility screening is required. In order to apply the guidelines, household size and total income must be determined.

Income eligibility determination is based on total gross household income received 30 days prior to applying for WIC services. Income is defined as **gross income**, before deductions for income taxes,

employee Social Security taxes, insurance premiums, bonds, etc. The determination of the amount of a household's gross income is not reduced for any reason (e.g. financial hardship, medical bills, child support).

Use **net income** to determine income eligibility for self-employed persons. Net income is determined by subtracting operating expenses from the gross income.

- Annual income is used if household income fluctuates due to seasonal work, periodic layoffs, or self-employment.
- Net income is used for self-employed people.

The last 30 days should be used to assess income eligibility. There are some rare situations where it is more appropriate to use an applicant's annual rate of income, such as multiple frequencies of pay or seasonal work, but the decision is not based on whatever makes a client eligible for the program.

The Idaho WIC program determines income eligibility by comparing a household's total gross income against the Income Eligibility Guidelines table. The numbers on this table are the maximum income allowed by the WIC program. The income guidelines are updated July 1 each year. WISPr, trigger cards and other documents with income are updated to reflect the annual changes.

Ask your trainer where to locate the updated income guidelines in the Policy Manual and on the What is WIC? Trigger Card.

How to Use the WIC Income Guidelines Table

As you can see from the income table located in the policy manual and on the *What is WIC?* trigger card, income eligibility depends on:

- How much the applicant earns
- How many people in the household unit share the income

Look at a household of 3. How much money can this household make and still qualify for WIC? Look up your gross income in the chart based on your household size. Do you qualify for WIC? What if you had 8 people in your household?

Determining Eligibility

To determine if an applicant is income eligible, take the number of people in the household and compare it to the income on the Income Eligibility Guidelines table.

Access the policy manual. Open the chapter on Eligibility and Certification. Review the following sections in Chapter 4, Section B, Traditional Income Eligibility:

- Table: Source of Income – Examples of Acceptable Proof of Income
- Income Inclusions
- Income Exclusions
- Cash Income
- Income Confirmation from Employers
- Self-Employed
- Student Applicants
- Teenage Applicants
- Zero Income

Entering Income into WISPr

WISPr calculates income eligibility by comparing the interval of income provided by the applicant to the federal income eligibility guidelines (IEGs). The IEGs are programmed into WISPr. WISPr will indicate eligibility once the information is entered by staff.

Income Determination

Calculate by using the table for the Income Eligibility Guidelines (IEGs) on the computer system homepage. Review these examples. You will practice later in the computer system.

Example

Shawna has applied to WIC for her two children, Jaden and Dean. Shawna is not employed, but her husband works for a catering company that pays him weekly. She has not applied for any assistance to date. The husband's weekly pay varies. He received the following gross pay for the past four weeks:

Week 1:	\$250
Week 2:	\$275
Week 3:	\$245
Week 4:	\$200

Add the pay for all four weeks and divide by 4 to get the average weekly income for this household of four: $\$250 + \$275 + \$245 + \$200 = \$970 / 4 = \242.50 . Compare this value to the weekly interval Income Eligibility guidelines.

Example

Jolene is Roxie's grandmother. Roxie's mom left the state with her boyfriend and Jolene has not heard from Roxie's mom for three weeks. Roxie is not in foster care. Jolene has not applied for any assistance to date. Jolene's husband, Roxie's grandfather, works as a part-time security guard. He is paid every two weeks and receives the same amount each paycheck.

Note: In this scenario, Roxie is in the temporary care of family. It is not likely that Jolene would be able to provide any income documents from Roxie's mom if any income was earned.

For WIC eligibility determination, Roxie must be counted as a member of her grandparents' household (3). The *total gross household income* of the grandparents is used.

Week 1: \$400
Week 3: \$400

If the income is paid every two weeks and the amount is the same each paycheck, **compare this value to the bi-weekly Income Eligibility Guidelines interval.**

Note: If Roxie's grandfather's income was paid *twice a month, on the 15th and 30th*, and is the same amount each time, you would compare the value to the semi-monthly Income Eligibility Guidelines. If the amounts differed, you would get an average semi-monthly value and compare to the semi-monthly IEGs.

Example

Alice is 3 months pregnant and applying for WIC. She is not on Medicaid. Her husband is a seasonal construction worker who made \$80,000 over 10 months. He has been on unemployment for 6 weeks. He begins work in 8 weeks. His unemployment benefits are \$360 per week.

Because Alice's husband is seasonally employed, determine income eligibility based on the past 12 months' income. This can be documented via a W-2 or tax return. In this situation, the household would be over income.

Example

Jeff has custody of his two children, Sarah and Sarena. Jeff worked for Micron as an engineer and made over \$120,000 per year. Jeff was recently laid off and does not have any future employment prospects. He received severance pay of \$10,000. Jeff is applying to WIC for his two children. Jeff has been receiving unemployment benefits for 3 months. Jeff receives \$420 a week in unemployment benefits.

Week 1: \$420
Week 2: \$420
Week 3: \$420
Week 4: \$420
Bonus: \$10,000

Staff should ask about any other sources of income such as a savings account. In this case the family reported a high salary before being laid off, and staff should request a bank statement to account for any savings that is readily available to the household. Jeff discloses a savings account of \$35,000.

Since weekly income is the same each week, multiply $\$420 \times 52 = \$21,840$ and add to this the \$10,000 bonus and the \$35,000 in savings readily available. **$\$21,840 + \$10,000 + \$35,000 = \$66,840$** . Compare this value to the annual Income Eligibility Guidelines interval.

Note: In some situations, an individual may be recently laid off and not have their income changes reflected in the past 30 days. Idaho WIC policy is to not look at future income. However, there are some case-by-case considerations where “current” may be considered income available to the household within the next 30 days. For example, if the sole supporter of the household was laid off and has been authorized to receive unemployment benefits for the next six months. In the event these special circumstances arise, follow-up with your coordinator or supervisor.

Example

Treena is pregnant and has a son who is 2. Her husband is in the military and is deployed overseas. Treena has brought her husband’s Leave and Earnings Statement (LES) for one month to her certification appointment. The LES indicates the following pay:

Base Pay:	\$1500
BAS:	\$250
BAH:	\$200
FSA:	\$250

The following is included in the *total gross monthly income* from the LES: \$1500 (Base Pay) + \$250 (BAS) + \$250 (FSA) = \$2000. **Compare this value to the monthly Income Eligibility Guidelines interval.**

Note: BAH (Basic Allowance for Housing) is **not** included in income.

Example

Michelle is applying for WIC for her 3-year-old daughter, Shasta. Her husband is deployed overseas. At the certification appointment, Michelle brings her husband’s LES for one month. When asked about any bonuses or other pay, Michelle states that her husband received a reenlistment bonus of \$13,000 two months ago. The LES indicates the following pay:

Base Pay:	\$3200
BAS:	\$250
BAH:	\$250
FSSA:	\$250
Hardship Duty:	\$50
FSA:	\$250

The following is included in total gross monthly income for Michelle’s household: \$3200 (Base Pay) + \$250 (BAS) + \$50 (Hardship) + \$250 (FSA) = \$3750.

Because Michelle’s husband also received the reenlistment bonus, this income should be annualized to determine how much money is available.

$\$3750 \times 12 = \$45,000 + \$13,000 = \$58,000$ annual income. **Compare this value to the annual Income Eligibility Guidelines interval.**

Note: BAH (Basic Allowance for Housing) and FSSA (Family Subsistence Supplemental Allowance) are **not** included in income.

Example

Betty is a single parent of a 3-year-old and lives with her parents. Betty's parents are very well off and do not want their daughter and grandchild on public assistance. A friend referred Betty to WIC and she is applying for her daughter. Betty is an artist and sells an occasional painting. Betty does not work outside the home, but cleans house and does laundry for all the members of the household.

Note: For the purposes of WIC eligibility determination, Betty's contributions to the household are not "in-kind" to offset the daily basic expenses for housing, clothing and food.

Betty does not support herself or her daughter as a separate economic unit. Therefore, the household size will include the grandparents, Betty and her daughter. The *total gross monthly income* will come from the grandparent's income sources.

Example

Janessa was involved in an automobile accident that totaled her car and left her permanently disabled. She has a 6-month old son. Janessa receives a disability payment from her former employer in the amount of \$800/month. The insurance settlement for her car was \$8000. Because the other driver was at fault, Janessa sued and received a one-time \$10,000 lump sum settlement for pain and suffering. Her medical bills were paid by insurance. Janessa is applying to WIC for her son, Danny.

For the purposes of WIC eligibility determination, consider the following:

Monthly Disability: \$800
Lump Sum: \$10,000

$\$800 \times 12 = \$9,600 + \$10,000 = \$19,600$ annual income. **Compare this value to the annual Income Eligibility Guidelines (IEGs).**

Note: The \$8000 Janessa received as reimbursement for lost/damaged property (totaled car) is not included as income.

Example

Because Trista is self-employed and a monthly statement is not available and we cannot accept self-reporting, use gross income minus operating expenses (i.e., net income) to determine WIC income eligibility based on the tax return document. Staff should use the income that is supported with documentation, i.e., the tax return value.

Rent: \$4000
Supplies: \$1600
Utilities: \$800
Total gross yearly income: \$33,600

Note: Because Trista is self-employed and a monthly statement is not available and we cannot accept self-report, use gross income minus operating expenses (i.e. net income) to determine WIC income eligibility based on the tax return document. Staff should use the income that is supported with documentation, i.e. the tax return value.

$\$33,600 - (\$4000 + \$1600 + \$800) = \$27,200$. Compare to the annual Income Eligibility Guidelines.

Documenting and Verifying Income

Documentation of income means presentation of written documents for example a current pay stub or unemployment benefits. After you determine income eligibility, it is important to document this information in WISPr under Income Determination. This is where you will enter the gross monthly income from your calculations and select what type of proof you reviewed. If “other (document in WISPr)” is used, what was reviewed must be documented in WISPr.

Verifying income means using or contacting another source other than the applicant to see if the information provided matches. For example, contacting an employer to verify the applicant is an employee. This is not required, but is allowable if there is questionable information provided to WIC.

Required Documentation Not Available

If the applicant forgets to bring the required written proof of identity, pregnancy, residency, or income but verbally provides information that appears to make him or her eligible, a temporary, one-month certification may be given. For income eligibility, an applicant may self-declare their household income via a signed statement on the No Proof and Temporary (Income) Certification Form under the Temporary or Forgot Documents (Income only) section (Section B). Staff must assess the applicant(s) eligibility based on the self-declared household income and, if they are determined to be eligible based on that value, may issue them up to 30 days of benefits. If the required proof is not brought in within 30 days, no second, subsequent 30 day certification may be granted and the certification will end. The signed form must be kept (either hard copy or electronically).

There are no instances where a second, subsequent 30-day certification period may be used if the applicant fails to provide the required documentation of income. The same policy applies to applicants who fail to produce documentation of residency or identity.

No Proof of Income or Income Does Not Exist

There are situations where the applicant may not be able to provide the required proof of identity, residency or income (e.g., homeless, migrant workers, or families who recently experienced theft, fire or disaster)

In this case, the client should complete the No Proof & Temporary (Income) Certification form under the “Cannot Provide Documents” section.

Zero Income

Occasionally, you will have a client who reports that they have zero income. If the applicant indicates that he/she does not have any income, ask additional questions to determine if there is any financial assistance or other support for living expenses. For example, the applicant may be asked to describe their living situation and how they pay for their basic needs such as food, medical care, and clothing. If there is financial support provided by others, consider this information for income eligibility determination.

If you determine that this is truly the case (client has no financial means of support), then the client completes the No Proof & Temporary (Income) Certification form under the “Cannot Provide Documents” section. You will type “0” in the household income history. The computer will now show zero income. This will not apply to adjunctively eligible applicants. Zero should not be recorded and a No Proof & Temporary (Income) Certification form should not be completed. Request an estimate from adjunctively income eligible participants of their average household income for reporting purposes, after you have explained that they have been determined eligible for WIC based on adjunctive program participation. Enter their estimated household income into WISPr.

Determining Eligibility in Special Situations

Eligibility of Persons Living in Homeless Shelters

People who live in facilities or shelters for the homeless are eligible for WIC benefits if the facilities meet the following conditions:

- The facility or shelter must not make money because the person is participating in WIC. For example, the shelter may not:
 - Add the person's WIC foods to the shelter food supply.
 - Reduce the food it gives the person on WIC.
 - Reduce any support to the person on WIC.
- Food bought with WIC food instruments must not be shared with other residents of the facility or shelter. WIC foods are only for the nutritional needs of the WIC participant.
- The facility or shelter may not limit the way the participant uses the supplemental foods or other benefits from the WIC program. The participant must have full, free, and direct access to all WIC program benefits and services.
- Unrelated persons living in the homeless facility or shelter may not be considered members of one "household unit" when determining income eligibility.
- Income of each resident is separate from the income of other unrelated residents and the income of the shelter. For example, Amy is pregnant and has a 2-year-old daughter. Amy has left an abusive husband. She and her daughter are living in a temporary shelter for battered women, together with another three women and seven children. Amy's household size is 3. Because her husband is no longer supporting Amy and the little girl, he is not counted as part of the household unit and his income is not counted.

If the participant reports they are in a facility that is out of compliance, effort should be made to serve participants by referring them to compliant shelters. Each local agency is responsible to keep a list of complaint facilities and update the information annually.

Migrant Workers

Migrant families contain at least one individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes for the purpose of such employment a temporary abode. (Agriculture means farming in all its branches, including logging.) This applies to families where all members are relocated as well as families in which only one member is relocated.

A temporary abode is established when the job location requires the worker to leave a regular residence periodically (not permanently) for one or more days. A car, van, or camper may be considered a temporary abode when used as a temporary residence.

To identify a migrant worker:

- Review the question on the Application form (if used by your agency) at each certification appointment: “Are you or is anyone in your family a migrant worker?”
- If the applicant is a migrant worker, this information must be entered into WISPr under the Family Information section.

Foster Children

An infant or child in foster care is certified according to standard procedures. A foster child living with a foster family, but remaining the legal responsibility of the Department of Health and Welfare (DHW), is considered a household of one. Children in foster care have adjunctive income eligibility because they are enrolled in Medicaid. Required referrals and review of proof documentation still apply to Foster children when appropriate (i.e computer system does not match the participant as being on Medicaid).

The payments made by DHW to the foster family caring for the child are the household income for the child. Participant records should be maintained to protect the confidentiality of the parent(s) and the foster family.

Student Applicants

If a student applicant is found to be income eligible using Traditional Income Eligibility guidelines, continue with the certification. If the student applicant is found to be over income, subtract school-related expenses described in the policy manual (Chapter 4, Section B), then annualize the income and compare this value to the annual Income Eligibility Guidelines interval.

Teenage Applicants

A teenage applicant is someone who is less than 18 years old at the time of WIC application. For teenage applicants residing at home with parent(s), determine if the total household income is within income eligibility limits. If the teenage applicant is supported by her parents, the parents’ income should be included in the household income.

Eligibility Changes Mid-certification

Once eligibility has been initially determined, it is possible the participant may have changes that impact eligibility during the middle of their certification. These changes must be reviewed and updated in the computer system.

Access the policy manual. Review the following sections in Chapter 4, Section C - Mid-certification:

- Category Changes in Women

- Pregnant Woman with EDC Change
- Pregnant Woman Who Delivers or Whose Pregnancy Ends
- Breastfeeding Woman Who Becomes Pregnant
- Breastfeeding Woman Who Stops Nursing
- Non-breastfeeding Postpartum Woman Who Resumes Breastfeeding
- Change in Custody
- Change in Income
- Ineligible at Mid-certification



Complete Activities 2, 3, 4 & 5 in your Activities Packet

Module 3: Transfers and Ineligibility

Transfers

There are two ways a participant might transfer to your clinic:

- In-state, from another clinic in Idaho outside of your agency
- Out-of-state, from a state other than Idaho

WIC participants who have already been certified will have a VOC document with them.

VOC documents will be issued to:

- Participant who indicates they will be moving out of Idaho during the current certification period.
- Participant in a family with a migrant worker.
- Participant in a homeless situation.

In-state Transfers

- Check the certification end date. If it has expired, treat the transfer as a new applicant.
- If the certification has not expired, transfer the client into your clinic by using the Transfer option in WISPr.
- Have the Responsible Adult/participant complete an Application if applicable to your agency.
- Review proof of identity and residency.
- Discuss the Participant Rights, Responsibilities and Consent with the Responsible Adult/participant and sign for understanding.

- Issue checks and an Identification Folder, and provide nutrition education and referrals as needed.
- Issue an Idaho VOC document to migrant or homeless families.
- Schedule the next appointment.

Out-of-state Transfers

- Check the certification end date. If it has expired, treat the transfer as a new applicant.
- If the certification has not expired, review the VOC document for the participant's name, the date the participant was certified, and the date the certification expires. If any of this information is missing, the VOC is not valid. Contact the previous agency for information missing from the VOC document. Information may be taken over the phone, via fax or letter from another state or local agency.

Note: A separate signed release of information is not necessary when one WIC agency contacts another WIC agency.

- Have the Responsible Adult/participant complete an Application form if applicable to your agency.
- Review proof of identity and residency.
- Check the date that income eligibility was determined.
- Enter family and participant information into WISPr. (See QRCs for computer information.)
- Discuss the Participant Rights, Responsibilities and Consent with the Responsible Adult/participant and have them sign for understanding. Be sure to educate the Responsible Adult/participant about WIC in Idaho, especially how to use WIC checks.
- Issue checks and an Identification Folder, and provide nutrition education and referrals as needed.

Note: Staff may need to void and destroy checks from the previous clinic.

- Follow your local agency's procedures for documenting, saving or disposing of the VOC document.
- Issue an Idaho VOC document to migrant families or homeless.

Note: You will learn how to enter a VOC, print a VOC, and close a transferring participant later with the WISPr QRCs.

Ineligibility

There are several reasons during a certification period that a participant may become ineligible for the WIC program. Examples:

- No longer lives in the service area for the agency

- No longer categorically eligible
- Over income
- Six months past delivery and not breastfeeding an infant
- A child participant turns 5 years old
- Breastfeeding an infant who turns 12 months old
- No longer has an identified nutritional need
- Asks to discontinue participating in WIC

If an applicant or participant is ineligible for WIC at any point, a Letter of Ineligibility must be filled out and signed by the applicant/participant and staff. A copy is given to the applicant/participant with the original kept in the participant file or another designated place, such as a folder for ineligible applicants/participants. Encourage applicants who are ineligible due to circumstances that might change (such as over income) to reapply for WIC if their situation changes.

If applicants have questions regarding their ineligibility, refer them to your WIC Coordinator. Check with your trainer about who to forward questions to if the WIC Coordinator is not available.

Note: You will learn how to close, transfer and printer Letters of Ineligibility later with the WISPr QRCs.



Complete Activity 6 in your Activities Packet