

# **Module 4:**

# **How to Certify at WIC**

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## Overview

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### Introduction

This module will help you understand how participants are certified at WIC.

This module covers information about certifying a participant. **It, however, is NOT a substitute for AIM training. You will need to be familiar with AIM to certify a participant.**

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### Learning Objectives

After completing this module, the Community Nutrition Worker (CNW) will be able to:

- explain eligibility\* and certification,
  - describe what qualifies as proof of identity, income, and residency,
  - identify and explain the purpose of each of the standard WIC forms,
  - explain the anthropometric, biochemical, clinical, and dietary information needed for each category,
  - explain what the certification period\* is for each category of participant,
  - explain priority ranking,
  - explain what priorities the agency is currently serving and why it may change,
  - explain why an applicant may be ineligible,
  - explain the differences between initial certification and certifying again,
  - explain why a participant may be disqualified, and
  - show, in a role-play situation, how to assess participant understanding of the WIC program.
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*\*Words that you may not know are **underlined**. Definitions for these words can be found in the **Glossary** at the end of the module. (Note: Words are only underlined the first few times they appear in the text.)*

## How WIC Works

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### Process

An applicant goes through several steps to get on WIC. These steps are:

- screening for an enrollment appointment,
- determining eligibility, and
- certification.

A participant goes through 2 steps while being served by WIC. These steps are:

- follow-up appointments, and
  - certification or disqualification.
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### Chart of How WIC Works

The chart on the next 2 pages describes each of these steps.

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## How WIC Works (continued)

Step	Description
<b>Applicant Screening</b>	During applicant screening, the WIC staff person: <ul style="list-style-type: none"> <li>• gets information about a family &amp; individual,</li> <li>• screens out possible applicants who would not qualify for WIC</li> <li>• sets up an enrollment appointment for applicants who may qualify for WIC.</li> </ul>
<b>Determining Eligibility</b>	This is when the WIC staff person determines if an applicant qualifies for the WIC program. An applicant is eligible for WIC if s/he meets 4 criteria: <ul style="list-style-type: none"> <li>• category,</li> <li>• residence,</li> <li>• income, and</li> <li>• nutritional need.</li> </ul>
<b>Certification</b>	Certification (also called enrollment) is putting an eligible applicant on the WIC program. During certification, the WIC staff person: <ul style="list-style-type: none"> <li>• explains eligibility,</li> <li>• orients the new WIC participant to the program,</li> <li>• gives nutrition education,</li> <li>• makes referrals,</li> <li>• schedules a return appointment, and</li> <li>• issues food instruments.</li> </ul>
<b>Follow-Up Appointments</b>	During follow-up appointments, the WIC staff person: <ul style="list-style-type: none"> <li>• gives nutrition education,</li> <li>• makes referrals,</li> <li>• schedules a return appointment, and</li> <li>• gives food instruments.</li> </ul>

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## How WIC Works (continued)

Step	Description
<p style="text-align: center;"><b>Subsequent Certifications or Disqualification</b></p>	<p>Subsequent certification (after the initial certification) is seeing if the participant can stay on the WIC program. During certification, the WIC staff person:</p> <ul style="list-style-type: none"> <li>• explains eligibility,</li> <li>• gives nutrition education,</li> <li>• makes referrals,</li> <li>• schedules a return appointment, and</li> <li>• gives food instruments.</li> </ul> <p>Disqualification is the process of taking a participant off of the WIC program.</p>

## Applicant Screening

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### Purpose

The purpose of applicant screening is to:

- get information about a family and individual,
  - screen out possible applicants who would not qualify for WIC,
  - create a partial WIC record, and
  - set up an enrollment appointment.
- 

### Screening Questions

During screening, the WIC staff person asks the applicant if s/he:

- is in a category served by WIC,
  - lives in Arizona,
  - is already on WIC, and
  - is participating in the Commodity Supplemental Food Program (CSFP).
- 

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## Applicant Screening (Continued)

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**Answers to Screening Questions** An applicant's answers to the screening questions will determine if s/he needs an enrollment appointment.

To qualify for WIC, an applicant must be in a category served by WIC and live in Arizona. The section "Determining Eligibility" will explain this in more detail.

If a person is already on WIC, s/he may **NOT** be enrolled again. A person cannot be enrolled in WIC at 2 different sites for the same agency or at 2 different agencies at the same time.

If a person is on the Commodity Supplemental Food Program (CSFP), s/he may **NOT** be enrolled in the WIC Program. (CSFP is a program that gives food to some people with low-income. It is only available in some communities in Arizona.) People **cannot** participate in WIC and CSFP at the same time.

Check with your supervisor to see if CSFP is available in your community.

Dual participation is

- enrolling at more than 1 WIC site or agency at the same time
- OR
- being on WIC and the Commodity Supplemental Food Program (CSFP) at the same time.

Check with your supervisor to see how dual participation is handled in your agency.

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## Identity

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### Policy

Each applicant, participant must provide proof of identity (ID).

The local agency requires proof of identity:

- from each applicant at initial certification and food instrument pick-up

The local agency cannot certify, issue an ID folder, or issue food instruments to individuals who cannot show proper identification.

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### Proof of Identity

Local agencies are strongly **encouraged to request a photo ID as proof of identity for adults**. If the person cannot provide a photo ID, then other forms of ID may be accepted.

Proof of identity for infants or children do not need to include a photo.

The chart on the next page lists documents that may be used as proof of identity.

The local agency may accept the WIC ID folder as proof of identity for a participant at subsequent certifications and any appointments thereafter once initial proof of identity has been established.

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## Identity (continued)

### Proof of Identity

<p>An applicant is required to show documentation of identity at certification and food instrument pick-up. Documentation types are noted on the Client Registration screen of the AIM system.</p>
<b>Initial certification-Woman</b>
<p>Optimal documentation of a woman would be photo identification such as:</p> <ul style="list-style-type: none"><li>• current passport</li><li>• drivers license</li></ul> <p>Acceptable documentation of a woman would be:</p> <ul style="list-style-type: none"><li>• work identity card</li><li>• school identity card</li><li>• social services program card</li><li>• valid Medicaid card</li><li>• voter registration</li></ul>
<b>Initial certification-Infant/Child</b>
<p>Acceptable documentation of an infant or child would be:</p> <ul style="list-style-type: none"><li>• birth certificate</li><li>• immunization card</li></ul>
<b>Subsequent certification and pick-up</b>
<p>Acceptable documentation for all categories would be:</p> <ul style="list-style-type: none"><li>• WIC ID folder with matching signatures</li></ul>

## Identity (continued)

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### Self-Declaration

Self declaration of identity is **only** accepted from:

- victims of disaster,
- migrants, and
- homeless persons.

The participant must sign a “Documentation of waiver” form verifying her/his identity. This form must be kept in the agency’s files.

**Migrants-** Determination of income eligibility will be made once every 12 (twelve) months for migrant field workers, including qualifying loggers, and their families. The migrant status will be indicated on the Arizona WIC identification folders indicating exemption from having income determination repeated within a 12 (twelve) month period.

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### Fraud

Sometimes, though not often, a person may give you fake identification. It is your responsibility to question and ask for another form of ID whenever you feel uncomfortable with an item presented as proof of identity.

Check with your supervisor to see how your local agency deals with possible fraud.

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## Determining Eligibility

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- Eligibility** An applicant is eligible for WIC if s/he meets 4 criteria:
- category,
  - residence,
  - income, and
  - nutritional need.
- 

**Criteria Chart** The chart below summarizes the 4 criteria, and the following pages describe the criteria in more detail.

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Criteria	Description
<b>Category</b>	An applicant must be: <ul style="list-style-type: none"> <li>• pregnant,</li> <li>• breastfeeding,</li> <li>• postpartum (non-breastfeeding with an infant under six months of age),</li> <li>• infants and children up to 5 years of age.</li> </ul>
<b>Residence</b>	An applicant must: <ul style="list-style-type: none"> <li>• live in Arizona.</li> </ul>
<b>Income</b>	An applicant must: <ul style="list-style-type: none"> <li>• have a total gross income for the family equal to or less than <b>185%</b> of the federal poverty level or</li> <li>• currently receive:               <ul style="list-style-type: none"> <li>➢ Food Stamps,</li> <li>➢ Temporary Assistance for Needy Families (TANF) or</li> <li>➢ AHCCCS.</li> </ul> </li> <li>• have a member of the household containing either a TANF recipient or a pregnant woman or infant enrolled in AHCCCS.</li> </ul>
<b>Nutritional Need</b>	An applicant must: <ul style="list-style-type: none"> <li>• Have at least one <u>indicator of nutritional need</u> (a health problem or habit that puts the applicant’s health at risk).</li> </ul>

## Determining Eligibility (Continued)

### Category

**5 Categories** The chart below describes the 5 general categories (pregnant, nursing, postpartum, infant or child) and lists their AIM codes.

Category	Description	AIM Code
Pregnant	A pregnant woman who conceived at age $\leq 17$	<b>PG1</b>
	A pregnant woman who conceived at age $\geq 18$	<b>PG2</b>
Exclusively Nursing	A woman who is fully breastfeeding her infant up to 1 year after the infant's birth	<b>EN</b>
Partially Nursing	A woman who breastfeeds at least once in 24 hours up to 1 year after the infant's birth.	<b>PN</b>
Postpartum	A non-breastfeeding woman up to 6 months after the end of her pregnancy. (The end of pregnancy can be due to a live birth, still-birth, miscarriage or therapeutic abortion.)	<b>P</b>
Infant	A child under 1 year old:	
	Infant exclusively nursing	<b>IEN</b>
	Infant partially nursing	<b>IPN</b>
	Infant formula fed	<b>IFF</b>
Child	A person between 1 and 5 years old	<b>C1</b> <b>C2</b> <b>C3</b> <b>C4</b>

### Proof

Applicants do **NOT** NEED TO PROVE CATEGORY. If there is any doubt about the applicant's category, the local agency should get documents from the applicant.

## Determining Eligibility (Continued)

### Residence

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**Definition** To be residence-eligible for WIC, a person **must live in Arizona**.

It does NOT matter:

- how long the applicant has lived in the area or
- if the applicant is an American citizen, foreigner or undocumented alien. (A green card is **NOT** necessary for WIC eligibility.)

As long as the person lives in Arizona, s/he may qualify for WIC.

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**Proof** Applicants **need to prove** address. The following items with the name of the applicant, spouse or parent of the applicant's expected child or child under the age of 5 years are possible proof of address:

- mail/postcard,
- any bill,
- Arizona Driver's License or ID card,
- pay stub/check with preprinted address,
- rent receipt/mortgage statement/lease agreement,
- Supplemental Security Income (SSI),
- unemployment benefits card/letter, and
- aid verification letter/notice of action.

Proof of address is NOT required if the applicant is:

- homeless,
- a victim of a disaster, or
- a migrant.

Keep the applicant's signed waiver form on file and document the information as a comment in the Notes field on the Client Registration screen in AIM.

Check with your supervisor to see what your agency's policy is regarding proof of residency.

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**Fraud** Sometimes, though not often, a person may give you proof that is fraudulent. Check with your supervisor to see how your local agency deals with this.

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## Determining Eligibility (Continued)

### Income

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#### Definition

An applicant is income eligible for WIC if:

- s/he is adjunctively eligible or
  - her/his total gross income for the family is equal to or less than **185%** of the federal poverty level.
- 

This occurs when an applicant, or in some cases, a family member, participates in a federal or state program with income guidelines that are equal to or below the WIC income guidelines. The applicant is allowed to enroll in the WIC program without duplication of their income screening.

An applicant is adjunctively income eligible for WIC, if documentation shows that the individual is:

#### Adjunctively Eligible

- Certified as fully eligible to receive benefits from either the Food Stamp Program, AHCCCS, TANF program(s) or section 8 housing.
- A member of a household containing either a TANF recipient or a pregnant woman or infant enrolled in AHCCCS.

Many applicants will be adjunctively eligible. You will check this first. **Only when an applicant is NOT adjunctively eligible will you determine the applicant's income.**

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**Documenting  
Adjunctive  
Eligibility**

Check with your supervisor about collecting information appropriate to the circumstances of the applicant. The type of documentation will be noted in the Client Registration screen of the AIM system.

Acceptable documents (eligibility dates must be included):

- TANF- approval letter
- AHCCCS-decision letter
- Food Stamp Program- most recent certification letter

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**Determining Eligibility (Continued)**

**Examples of Income (continued)**

**Income-** Gross cash income before deductions for income taxes, employee's social security taxes, insurance premiums, bonds, etc.

<b>Wages-</b> Monetary compensation for services including wages, salary, commissions, or fees.
<b>Active Military Payments-</b> Recent leave and earning statement
<b>Military CONUS COLA-</b> Continental United States Cost of Living Allowance (OCONUS COLA) provided to military personnel in designated high-cost areas within the continental United States.
<b>Farm/Self-Employment-</b> Income from farm and non-farm self-employment. This is net income (total dollars made in the business minus operating expenses) as calculated by schedule C of IRS form 1040 or a ledger of business operations.
<b>Social Security-</b> Check stub/award letter as documented by current bank statements.
<b>Dividends/Trusts/Rental Income-</b> Dividends or interest on savings or bonds, income from estates or trusts, or net rental income as documented by federal Income Tax Record for most recent calendar year.

**Public Assistance-** Public Assistance or Welfare payments.

Persons receiving AHCCCS, TANF, FDPIR, or Food Stamps benefits are automatically income eligible for WIC.

**Unemployment-** Unemployment compensation as documented with approval letter or check stub(s).

**Retirement/Pensions/Annuities-** Government civilian employee or military retirement or pension or veteran's payments. Private pensions or annuities. Documentation includes income tax return for most recent calendar year.

**Alimony and Child Support-** Alimony and child support payments. Child support payments are considered income for the family with whom the child lives, but cannot be deducted from the income of the person making the payments.

**Contributions-** Regular contributions from persons not living in the household. Appropriate documentation would be a letter from the person contributing resources to the household.

**Royalties-** Net Royalties.

**Other Cash Income-** Other cash income includes, but not limited to, cash amounts received or withdrawn from any source, including savings, investments, trust accounts, and other resources which are readily available to the family.

**Lump Sum Payments-** Lump Sum Payments that represent "new money" that are intended for income is counted as income. Lump sum payments include gifts, inheritances, lottery winnings, workers compensation for lost income, severance pay and insurance payments for "pain and suffering". Lump sum payments for winnings and proceeds for gaming, gambling, and bingo are also counted as income. The lump sum payment may be counted as annual income or may be divided by 12 to estimate a monthly income, whichever is most applicable.

**Student Financial Assistance-** Financial assistance that is used for tuition, transportation, books, and supplies is exempt.

## Determining Eligibility (Continued)

### Income (continued)

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**Proof** Persons to whom proof of income presents an unreasonable barrier to participation may **self-declare for more than the 30 days**. These include:

- migrant farmworkers,
  - homeless persons,
  - pregnant teens,
  - victims of a disaster, and
  - people who work for cash.
- 

**Fraud** Sometimes, though not often, a person may give you proof of income that is fraudulent. Check with your supervisor to see how your local agency deals with this.

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#### **Learning Activity 1**

To learn more about how to calculate income and determine income eligibility, you may want to try **Learning Activity 1** found at the end of this module.

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## Determining Eligibility (Continued)

### Nutritional Need

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**Nutritional Need** To be eligible for WIC, all applicants must have at least one indicator of nutritional need. An indicator of nutritional need is also called nutritional risk.

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**Nutritional Risk** A nutritional risk is a health problem or habit that puts the person's health at risk.

Nutritional risks are grouped into 5 categories.

These are:

- **A**nthropometric,
- **B**iochemical,
- **C**linical,
- **D**ietary, and
- **O**ther.

WIC calls these the A, B, C, D's of nutritional need. The category "Other" includes psychosocial indicators such as abuse, mental illness, and being a migrant.

The chart on the next page gives more detail of each category.

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**Determining Nutritional Risk** How will you get the information that you will need to determine an applicant's nutritional risk?

Here are a few ways:

- WIC referral forms,
  - other forms such as forms from the client's physician,
  - questionnaires,
  - interviews of applicants, and
  - food intake records.
-

## Determining Eligibility (Continued)

### Nutritional Need (Continued)

<b>Anthropometric Risks</b>	<p><u>Anthropometric risks</u> relate to a person's body measurements, such as height or weight. These risks give us information about an applicant's growth, health and well-being.</p> <p>An example of an anthropometric risk would be weight that is not "normal" or healthy for height.</p>
<b>Biochemical Risks</b>	<p><u>Biochemical risks</u> relate to the condition of a person's blood or urine.</p> <p>Examples of biochemical risks include:</p> <ul style="list-style-type: none"><li>• anemia (iron deficiency) and</li><li>• lead poisoning.</li></ul>
<b>Clinical Risks</b>	<p><u>Clinical risks</u> relate to a person's past and present medical conditions. They also relate to lifestyle and habits that affect health.</p> <p>Examples of clinical risks include:</p> <ul style="list-style-type: none"><li>• a miscarriage;</li><li>• diabetes;</li><li>• current use of alcohol, drugs or tobacco for women;</li><li>• chronic infections;</li><li>• severe dental problems;</li><li>• a birth defect that affects eating; and</li><li>• food allergies for infants or children.</li></ul>
<b>Dietary Risks</b>	<p><u>Dietary risks</u> relate to a person's food intake.</p> <p>Examples of dietary risks includes:</p> <ul style="list-style-type: none"><li>• a woman's diet that is low in calcium or high in fat,</li><li>• a child's diet that is low in Vitamin C or high in sugar,</li><li>• a toddler's diet that is low in iron, and</li><li>• an infant's diet in which cereal has been added to the bottle.</li></ul>

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#### Learning Activity 2

To learn more about the forms used during certification and subsequent certification, you may want to try **Learning Activity 2** found at the end of this module.

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## **Certification**

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### **Definition**

Certification (also called enrollment) is putting an eligible applicant on the WIC program.

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### **What Happens During Certification**

During certification, the WIC staff person:

- explains eligibility,
  - orients the new WIC participant to the program,
  - gives nutrition education,
  - makes referrals,
  - schedules a return appointment, and
  - gives food instruments.
- 

### **Certification Using AIM**

You will certify the applicant using a computer system called AIM. You will need to be familiar with AIM to certify an applicant.

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## Certification Period

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### Definition

The certification period is the time period during which a WIC participant is authorized to receive WIC food and other WIC services.

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### Length

The length of the certification period depends on the participant's category.

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### Chart of Certification Periods

The chart on the next page describes the certification period for each category.

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### Learning Activity 3

To learn more about the certification periods for each category, you may want to try **Learning Activity 3** found at the end of this module.

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## Certification Period (continued)

### Length of Certification Period by Category

<b>Category</b>	<b>Length of Certification Period</b>
<b>Pregnant Woman</b>	Length of woman's pregnancy plus up to 42 days
<b>Non-Breastfeeding Woman</b>	About 6 months, period ending with the last day of the 6 <sup>th</sup> month after the end of pregnancy.
<b>Breastfeeding Woman</b>	About 6 months, up to 2 periods, ending either: <ul style="list-style-type: none"><li>• when the mother stops breastfeeding her infant, if she doesn't have a risk of her own, or</li><li>• the day before her infant turns 1 year old, whichever comes first.</li></ul>
<b>Infant- Birth to 6 Months</b>	Varies from 6-12 months, period ending on the day before the infant turns 1 year old.
<b>Infant 7 to 11 Months</b>	6 months (period may go beyond the child's first birthday).
<b>Child</b>	Up to 6 months, period ending with the day before the child turns 5 years old.

## Priority Ranking System

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### Definition

Priority ranking means certain categories of participants with certain nutritional indicators are ranked as more important to serve than other categories.

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### Why Does WIC Have Priority Ranking?

The federal government created the priority ranking system to make sure that the persons with greatest nutritional need get WIC services.

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### Chart of Priority Ranking

The chart on the next page lists and describes Priorities 0-7.

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### Priorities Served May Differ by Agency

Not every WIC agency can serve all priorities. There is not always enough money, staff, and resources to serve everyone.

Check with your supervisor to see which priorities your local agency serves.

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### Learning Activity 4

To learn more about the priority ranking system, you may want to try **Learning Activity 4** found at the end of this module.

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## Chart of Priority Ranking

### Arizona WIC Risk Table FY 2004

X: Requires documentation by a Physician or Primary Care Provider.

XX: Requires documentation by a Physician, Primary Care Provider, or Nutritionist.

XXX: Requires documentation by Physician, Primary Care Provider, Nutritionist, or Community Nutrition Worker.

XS: Self-reported by the applicant/participant/caregiver as a diagnosis received from a Physician.

Code	Risk Name	Priority- PG	Priority- BF	Priority- PP	Priority- Infant	Priority- Child	Doc	Mandatory Nutritionist Referral
101	Underweight (Woman)	1	1	3,4,5,6				X
103	Underweight or At-Risk of Becoming Underweight (Infants & Children)				1	3		
111	Overweight (Women)	1	1	6				
113	Overweight (Children 2-5 years of age)					3		
121	Short Stature				1	3		
131	Low Maternal Weight Gain	1						
132	Maternal Weight Loss	1						
133	High Maternal Weight Gain	1	1	6				
134	Failure to Thrive				1	3	XS	X
141	Low Birth weight (Children less than 24 mos.)				1	3		
142	Premature Infant				1			X
151	Small for Gestational Age				1	3	XS	
152	Low Head Circumference				1	1	XXX	
153	Large for Gestational Age				1			
201	Anemia	1	1	3	1	3		X
211	Lead Poisoning	1	1	3	1	3	XS	
301	Hyperemesis Gravidarum	1					XS	
302	Gestational Diabetes	1					XS	X
303	History of Gestational Diabetes	1	1	6			XS	
311	History of Premature Delivery	1	1	6				
312	History of Low Birth Weight	1	1	6				
321	History of Fetal or Neonatal Loss	1	1	6				
331	Pregnancy at a Young Age	1	1	3				

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### Chart of Priority Ranking (Continued)

Code	Risk Name	Priority- PG	Priority- BF	Priority- PP	Priority- Infant	Priority- Child	Doc	Mandatory Nutritionist Referral
332	Closely Spaced Pregnancies	1	1	3				
333	High Parity and Young Age	1	1	3				
334	Inadequate Prenatal Care	1						
335	Multi-fetal Gestation	1	1	6				
336	Delayed Uterine Growth	1					XS	
337	History of Large for Gestational Age	1	1	6			XS	
338	Pregnant Woman Breastfeeding	1						
339	History of Birth with a Congenital Defect	1	1	6			XS	
341	Nutrient Deficiency Disease	1	1	6	1	3	XS	X
342	Gastro-Intestinal Disorders	1	1	6	1	3	XS	
343	Diabetes Mellitus	1	1	6	1	3	XS	
344	Thyroid Disorders	1	1	6	1	3	XS	
345	Hypertension	1	1	6	1	3	XS	
346	Renal Disease	1	1	6	1	3	XS	
347	Cancer	1	1	6	1	3	XS	
348	Central Nervous System Disorders	1	1	6	1	3	XS	
349	Genetic & Congenital Disorders	1	1	6	1	3	XS	
350	Pyloric Stenosis				1		XS	
351	Inborn Errors of Metabolism	1	1	6	1	3	XS	
352	Infectious Diseases	1	1	6	1	3	XS	
353	Food Allergies	1	1	6	1	3	XS	
354	Celiac Disease	1	1	6	1	3	XS	
355	Lactose Intolerance	1	1	6	1	3	XX	
356	Hypoglycemia	1	1	6	1	3	XS	
358	Eating Disorders	1	1	6			XS	
359	Recent Surgery, Trauma, Burns	1	1	6	1	3	X	
360	Other Medical Conditions	1	1	6	1	3	XS	
361	Depression	1	1	6		3	XS	
362	Developmental Delays, Sensory or Motor Delays Interfering with the Ability to Eat	1	1	6	1	3	X	

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### Chart of Priority Ranking (Continued)

Code	Risk Name	Priority- PG	Priority- BF	Priority- PP	Priority- Infant	Priority- Child	Doc	Mandatory Nutritionist Referral
371	Maternal Smoking	1	1					
372	Alcohol and Illegal Drug Use	1	1	3				
381	Dental Problems	1	1	6	1	3	XXX	
382	Fetal Alcohol Syndrome				1	3	XS	
401	Failure to Meet USDA/DHHS Dietary guidelines for Americans	4	4	6		5	XXX	
402	Vegan Diets	4	4	6	4	5		
403	Highly Restrictive Diets	4	4	6	4	5		
411	Inappropriate Infant Feeding				4			
412	Early Introduction of Solid Foods				4			
413	Feeding Cow's Milk During the First 12 Months				4			
414	No Dependable Source of Iron After 6 Months of Age				4			
415	Improper Dilution of Formula				4			
416	Feeding Other Foods Low in Essential Nutrients				4			
417	Lack of Sanitation				4			
418	Infrequent Breastfeeding as Sole Source of Nutrients				4			
419	Inappropriate Use of Nursing Bottles				4	5		
420	Excessive Caffeine		4					
421	Pica	4	4	6		5		
425	Inappropriate Feeding Practices					5		
501	Possibility of Regression		4	7		5	XXX	
502	Transfer of Certification	0	0	0	0	0		
503	Presumptive Eligibility for PG Women	4						
601	Woman breastfeeding an infant at nutritional risk		1,2,4					
602	Breastfeeding Complications (BF)		1					
603	Breastfeeding Complication(s)				1			

Continued on Next Page

## Chart of Priority Ranking (Continued)

Code	Risk Name	Priority- PG	Priority- BF	Priority- PP	Priority- Infant	Priority- Child	Doc	Mandatory Nutritionist Referral
701	Infant Up To 6 Months of Age Born to WIC Mother or WIC Eligible Mother				2			
702	Infant being breastfed by a woman at nutritional risk				1,2,4			
703	Infant Born of Woman w/Mental Retardation, Alcohol, Drug Abuse				1		<b>XS</b>	
801	Homelessness	4	4	6	4	5		
802	Migrancy	4	4	6	4	5		
901	Recipient of Abuse	4	4	6	4	5		
902	Woman or Infant/Child of Primary Caregiver with Limited Ability	4	4	6	4	5	<b>X</b> (mental illness only)	
903	Foster Care	4	7	7	4	5		

# Ineligibility

---

## Definition

An applicant is ineligible (not eligible) for WIC if s/he:

- Does not meet nutritional risk criteria (**nutritional need**),
- is not in a **category** served by WIC,
- does not meet **income** eligibility criteria,
- does not meet the agency service area requirement (**residence**),
- is a lower **priority** than others being served by the agency.

---

## Procedure

If an applicant is not eligible for WIC, you must:

- tell her/him why s/he is not eligible and
- give her/him the appropriate forms.

---

## Forms

When an applicant is ineligible, you may need to print out the “Notification of Ineligibility” form. You may also need to give the applicant a copy of Rights and Responsibilities. See your supervisor for your agency’s policy.

---

## Subsequent Certification

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### Definition

Subsequent certification is the process of seeing if the participant can stay on the WIC Program.

---

### Subsequent Certification Appointment

The WIC staff person usually schedules a subsequent certification appointment near the end of the participant's certification period.

During the subsequent certification appointment, the WIC staff person:

- explains eligibility,
- gives nutrition education,
- makes referrals,
- schedules a return appointment, and
- gives food instruments.

If the participant is still eligible, s/he will continue to participate in the WIC Program until the end of this certification period.

---

### Certification Using AIM

You will certify the applicant using the AIM system. You will need to be familiar with AIM to certify a participant.

Being certified again is very much like certification for the first time. There are, however, some differences. The chart on the next page shows the main differences between these processes.

---

### Differences between Certification and Subsequent Certification

<b>Item</b>	<b>Initial Certification</b>	<b>Subsequent Certification</b>
Client	Referred to as “applicant”	Referred to as “participant”
ID	Proof of ID required	WIC ID folder acceptable
AIM ID number	Needs to be established	Already in AIM
WIC orientation	Part of appointment	Not included in appointment
Non-eligibility	Referred to as “ineligibility”	Referred to as “ineligibility”

## **Disqualification**

---

### **Definition**

Disqualification is taking a certified participant off of the WIC program during a certification period.

---

### **Reasons for Disqualification**

There are several reasons a participant may be disqualified. The chart on the next 3 pages describes each reason and gives an example for each.

---

*continued on next page*

## Ineligibility/Disqualification (continued)

### Ineligibility

Reason	Description	Example
<b>Lower Priority Than Others Being Served by Agency</b>	The participant has a nutritional need that is a lower priority than what the agency is serving.	The agency no longer serves non-breastfeeding women with only a dietary risk.
<b>Does Not Meet Nutritional Risk Criteria</b>	The participant no longer has a nutritional need.	A child that was enrolled for anemia & recertified for “regression” has no health problems now.
<b>Not in a Category Served by WIC</b>	The participant no longer falls into a WIC category.	A child that turns 5 years old.
<b>Does Not Meet Income Eligibility Criteria</b>	The participant is over income for family size.	The participant started a new job and is now over income.
<b>Documentation Not Adequate to Certify Eligibility</b>	The participant does not give documentation, such as proof of address.	The participant was not able to provide proof of address.
<b>Lost to Follow-Up</b>	The participant misses 2 or 3 consecutive months of appointments.	The participant missed 3 appointments from May 1- August 1, 2004.

*continued on next page*

## Disqualification (continued)

### Reasons for Disqualification

Reason	Description	Example
<p><b>Dual Participation</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Other Program Abuse</b></p>	<p>The participant:</p> <ul style="list-style-type: none"> <li>• enrolls at more than 1 WIC site or agency &amp;/or</li> <li>• is on WIC and CSFP at the same time;</li> <li>• does not pick up food instruments for two months in a row;</li> <li>• uses, sells, exchanges, or trades food instruments for money, credit, payment for credit or other non-WIC goods &amp; services;</li> <li>• receives food instruments from someone other than a WIC staff person;</li> <li>• behaves rudely or abusively; or</li> <li>• causes disruption at a WIC site or store.</li> </ul>	<p>The participant tries to enroll at another WIC site.</p> <p>The participant tried to buy cigarettes with food instruments.</p>

*continued on next page*

## Disqualification (continued)

### Reasons for Disqualification (continued)

Reason	Description	Example
<b>Misrepresentation of Facts Affecting Eligibility</b>	The participant gives false information affecting eligibility such as reporting only part of the family income or altering documents.	The participant brings in a rent receipt with the city of residence altered.
<b>Other</b> <ul style="list-style-type: none"><li>• Self-disqualification</li><li>• Death</li></ul>	The participant: <ul style="list-style-type: none"><li>• requests to discontinue.</li><li>• dies.</li></ul>	<ul style="list-style-type: none"><li>• The participant no longer wants to be on WIC.</li><li>• The participant dies.</li></ul>

---

#### Disqualifying a Participant

To disqualify a participant, you will go through several steps. The steps you follow in AIM will depend on whether you are disqualifying a family or an individual.

---

#### Forms

When disqualifying a family or an individual, please see your WIC supervisor for guidance.

---

#### Learning Activity 5

To learn more about disqualification, you may want to try **Learning Activity 5** found at the end of this module.

---

## Summary

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### How WIC Works

An applicant goes through several steps to get on WIC. These steps are:

- screening for an enrollment appointment,
- determining eligibility, and
- certification.

A participant goes through 2 steps while being served by WIC. These steps are:

- follow-up appointments, and
  - subsequent certification, disqualification or ineligibility.
- 

### Identity

Each applicant/ participant must provide proof of identity (ID).

The local agency requires proof of identity:

- from each applicant at initial certification and at each appointment.
- 

### Eligibility

An applicant is eligible for WIC if s/he meets all 4 criteria:

- category,
  - residence/service population,
  - income, and
  - nutritional need.
- 

### Category

To be eligible, an applicant must be:

- pregnant,
  - breastfeeding,
  - non-breastfeeding,
  - an infant, or
  - a child.
-

## Summary (continued)

---

### Residence

To be eligible for WIC, a person must live in Arizona.

---

### Income

An applicant is income eligible for WIC if:

- s/he has adjunctive eligibility or
  - her/his total gross income for the whole family is equal to or less than **185%** of the federal poverty level.
- 

### Nutritional Need

To be eligible for WIC, all applicants must have at least one indicator of nutritional need/risk.

A nutritional risk is a health problem or habit that puts the applicant's health at risk. Nutritional risks are grouped into 5 categories.

These are:

- Anthropometric,
  - Biochemical,
  - Clinical,
  - Dietary, and
  - Other.
- 

### Certification Period

The certification period is the time period during which a WIC participant is authorized to receive WIC food and other WIC services.

The length of the certification period depends on the participant's category.

---

### Priority Ranking

Priority ranking means certain categories of participants with certain nutritional indicators are ranked as more important to serve than other categories.

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*continued on next page*

## Summary (continued)

---

### Ineligibility

An **applicant** is ineligible (not eligible) for WIC if s/he:

- is lower **priority** than others being served by the agency,
  - does not meet nutritional risk criteria (**nutritional need**),
  - is not in a **category** served by WIC,
  - does not meet **income** eligibility criteria, or
  - does not meet the agency service area requirement (**residence**).
- 

### Subsequent Certification

Subsequent certification is the process of reestablishing eligibility for the WIC Program.

---

### Disqualification

Disqualification is the process of taking a **participant** off of the WIC program.

A participant can be disqualified from WIC for the following reasons:

- lower priority than others being served by agency,
  - does not meet nutritional risk criteria,
  - not in a category served by WIC,
  - does not meet income eligibility criteria,
  - documentation not adequate to certify eligibility,
  - lost to follow-up,
  - dual participation or other program abuse,
  - misrepresentation of facts affecting eligibility, or
  - other.
-

## Glossary

adjunctive eligibility- Adjunctively eligible means the applicant is: certified as fully eligible to receive Food Stamps; certified as fully eligible for Temporary Assistance for Needy families (TANF); certified as fully eligible for AHCCCS; a member of a family in which any eligible participant is certified as fully eligible to receive assistance under TANF or a member of a family in which any pregnant woman or infant is currently receiving AHCCCS.

AIM- AIM is Arizona in Motion, a computer system that holds information about Arizona's WIC participants.

Proxy- A proxy is a person who may pick up and/or redeem food instruments when a participant cannot do so.

anthropometric risks- Anthropometric risks relate to a person's body measurements such as height and weight.

applicant- An applicant is a person who is applying for the WIC Program.

biochemical risks- Biochemical risks relate to what is in a person's blood or urine, such as hemoglobin (Hgb) and blood lead levels.

certification- Certification (also called enrollment) is the process of determining eligibility for the WIC Program.

certification period- The certification period is the time period during which a participant is authorized to receive food instruments and other WIC services.

clinical risks- Clinical risks relate to a person's health history and present medical conditions.

CSFP- CSFP is the Commodity Supplemental Food Program. It is a program that gives food to some low-income people.

determining eligibility- Determining eligibility is checking to see if an applicant meets 4 criteria: category, residence, income, and nutritional need.

## **Glossary (continued)**

dietary risks- Dietary risks relate to the foods a person eats.

disqualification- Disqualification is the process of taking a certified participant off of WIC.

dual participation- Dual participation is enrolling at more than 1 WIC site or agency and/or being on WIC and the Commodity Supplemental Food Program (CSFP) at the same time.

eligibility- Eligibility is being qualified to receive WIC services.

enrollment- Enrollment is the process of determining eligibility for the WIC Program.

family unit- A family unit is a group of related or non-related individuals who live together as one household/economic unit and share income and consumption of goods or services.

FDPIR- FDPIR is the Food Distribution Program on Indian Reservations.

gross income- Gross income is the total amount of money a family makes from all sources **before taxes are taken out**.

homeless- A person is homeless if s/he does not have a fixed and regular nighttime residence or has a primary residence that is a shelter, a place that provides temporary residence, a temporary place in the residence of another individual, or a place not designated for, or ordinarily used as, a regular living space for human beings.

indicator of nutritional need- A health problem or habit that puts the person's health at risk.

ineligible- Ineligible is not being qualified to receive WIC services.

## **Glossary (continued)**

migrant- A migrant is a farm worker and her/his family member whose main work within the last 24 months has been in agriculture and who have a temporary residence for this work.

nutritional risk- Nutritional risk is a health problem or habit that puts the applicant's health at risk. They are grouped into 4-5 categories: anthropometric, biochemical, clinical and dietary and other.

participant- A participant is a person who is on the WIC Program.

priority ranking- Priority ranking means certain categories of participants with certain nutritional indicators are ranked as more important to serve than other categories.

proxy- A proxy is a person designated by the participant to pick up WIC food instruments.

Subsequent Certification- Subsequent certification is the process of reestablishing eligibility for the WIC Program.

TANF- TANF is the Temporary Assistance for Needy Families program.

## Progress Check

1. Number the steps a person usually goes through to get WIC services. Order them from 1 to 5.

- \_\_\_\_\_ determining eligibility
- \_\_\_\_\_ subsequent certification or disqualification
- \_\_\_\_\_ certification
- \_\_\_\_\_ screening for an enrollment appointment
- \_\_\_\_\_ follow-up appointment

2. Mark with a check (✓) the criteria that must be met for an applicant to be eligible for WIC.

- \_\_\_\_\_ income
- \_\_\_\_\_ citizenship
- \_\_\_\_\_ ethnicity
- \_\_\_\_\_ category
- \_\_\_\_\_ education level
- \_\_\_\_\_ nutritional need
- \_\_\_\_\_ residence

3. Identify and describe the 5 WIC categories.

- 1.
- 2.
- 3.
- 4.
- 5.

## Progress Check

4. Mark with a check (✓) the items that would make an applicant ineligible (**NOT** eligible) for WIC.

- has lived in the state for less than 1 week
- does not have a nutritional need
- is not a U.S. citizen
- is not breastfeeding and has an 8-month old infant
- is homeless
- is not in a category served by WIC
- has income over the allowed maximum for WIC eligibility
- receives Food Stamps
- is unable to provide proof of residency

5. To be automatically income eligible (adjunctively eligible), an applicant would need to be on 1 of 3 programs. List these 3 programs.

- 1.
- 2.
- 3.

## Progress Check (continued)

6. Put an “R” before the items that are considered proof of residency and an “I” before the items that are considered proof of income.

- \_\_\_\_\_ a recent rent receipt showing applicant’s name and address.
- \_\_\_\_\_ last month’s phone bill with the applicant’s name and address.
- \_\_\_\_\_ a 5-year old electric bill with the applicant’s name and address.
- \_\_\_\_\_ an applicant’s unemployment benefits letter.
- \_\_\_\_\_ an applicant’s bi-weekly pay stub.
- \_\_\_\_\_ a letter signed by a homeless applicant stating her place of residence.

7. List the 5 categories of nutritional need.

- 1.
- 2.
- 3.
- 4.
- 5.

## Progress Check (continued)

8. Fill in the chart below with the categories of the participants addressed by each priority. (Use the chart in Learning Activity 4 to guide you.)

<b>Priority</b>	<b>Categories</b>
0	
1	
2	
3	
4	
5	
6	
7	

9. Fill in the chart below showing the differences between certification and subsequent certification.

<b>Item</b>	<b>Initial Certification</b>	<b>Subsequent Certification</b>
Client		
ID		
AIM ID number		
WIC orientation		
Non-eligibility		
Forms		

## Progress Check (continued)

10. Mark the reasons you might disqualify a participant from WIC.

- one of the participant's family members is over income
- the participant was late to the WIC appointment
- the participant turns 5 years old
- the participant abuses the program by selling food instruments
- the participant no longer has a nutritional need
- the participant does not follow the advice of the WIC staff

## **Learning Activities**

The following activities are included and are recommended for interactive learning:

- Learning Activity 1: Income Eligibility
- Learning Activity 2: WIC Forms
- Learning Activity 3: Certification Periods
- Learning Activity 4: Priority Ranking
- Learning Activity 5: Disqualifying a Participant
- Learning Activity 6: Role Plays

## Activity 1: Income Eligibility

---

### Learning Objectives

After completing this activity, the CNW will be able to:

- determine income eligibility in several examples.

---

### Background

To determine income eligibility, WIC uses the applicant's:

- **monthly income** and
- **family size**.

AIM will automatically calculate the monthly income amount for you. When your agency's computer system is not working ("AIM is down"), you may need to calculate the applicant's monthly income.

You will also need to know how to determine family size.

To calculate monthly income and family size, use the charts on the following pages to guide you.

---

### Instructions

1. Ask your supervisor for a copy of the most recent "Income Guidelines" Table.
2. Read each case study and determine the family size. Write the family size on the form.
3. Calculate the monthly income for each case study. Write the monthly income on the form.

---

*continued on next page*

## Activity 1: Income Eligibility (Continued)

### **Instructions (continued)**

- 
4. Using the “Income Guidelines” table at your clinic, determine if the applicant is income eligible for each case study described.
  5. Ask your supervisor to go over the case studies with you.
  6. Once you understand how to determine income eligibility, observe a co-worker as s/he enters an applicant’s income information into AIM. Note how income is documented and verified.
-

## Calculating Monthly Income

If income is:	Do the following:	Example
<p style="text-align: center;"><b>Weekly</b> Same amount each week</p>	<p style="text-align: center;">Multiply the weekly income by <b>4.3</b></p>	<p>Tina Kirk makes \$125 each week.</p> <p style="text-align: center;"><math>\\$125 \times 4.3 = \mathbf{\\$537.50}</math></p>
<p style="text-align: center;"><b>Weekly</b> Different amounts each week</p>	<p style="text-align: center;">Add weekly incomes together &amp; multiply by <b>1.1</b></p>	<p>Gabriella Blanco made \$120 in week 1, \$100 in week 2, \$147 in week 3, &amp; \$189 in week 4.</p> <p style="text-align: center;"> <math>120</math> –week 1  <math>100</math> –week 2  <math>147</math> –week 3  <u><math>189</math> –week 4</u>  <math>\\$556</math> </p> <p style="text-align: center;"><math>\\$556 \times 1.1 = \mathbf{\\$611.60}</math></p>
<p style="text-align: center;"><b>Every 2 Weeks</b> Same amount each 2 weeks</p>	<p style="text-align: center;">Multiply the 2-weekly income by <b>2.2</b></p>	<p>Mary Black makes \$628 every 2 weeks.</p> <p style="text-align: center;"><math>\\$628 \times 2.2 = \mathbf{\\$1381.60}</math></p>
<p style="text-align: center;"><b>Every 2 Weeks</b> different amounts each 2 weeks</p>	<p style="text-align: center;">Add 2-weekly incomes together &amp; multiply by <b>1.1</b></p>	<p>Sue Wong made \$437 in weeks 1-2 &amp; \$702 in weeks 3-4.</p> <p style="text-align: center;"> <math>\\$437</math> –weeks 1-2  <u><math>\\$702</math> –weeks 3-4</u>  <math>\\$1139</math> </p> <p style="text-align: center;"><math>\\$1139 \times 1.1 = \mathbf{1252.90}</math></p>
<p style="text-align: center;"><b>2 Times per Month</b> income for 1<sup>st</sup> &amp; 2<sup>nd</sup> half of the month</p>	<p style="text-align: center;">Add the 2 amounts together</p>	<p>Keishari Johnson made \$600 in the 1<sup>st</sup> half of the month &amp; \$455 during the 2<sup>nd</sup> half of the month.</p> <p style="text-align: center;"><math>\\$600 + \\$455 = \mathbf{\\$1055}</math></p>
<p style="text-align: center;"><b>Year-to-Date</b> (so far this year)</p>	<p style="text-align: center;">Divide total to date by number of months to date</p>	<p>As of April 30, Cheryl Wands had made \$1830 since the beginning of the year.</p> <p style="text-align: center;"><math>\\$1830 \div 4 = \mathbf{\\$457.50}</math></p>
<p style="text-align: center;"><b>12 Months</b></p>	<p style="text-align: center;">Divide total by <b>12</b></p>	<p>Josefina Miguel made \$8400 over the last 12 months.</p> <p style="text-align: center;"><math>\\$8400 \div 12 = \mathbf{\\$700}</math></p>

## Determining Family Size

Family unit- A family unit is a group of related or non-related individuals who live together as one household/economic unit and share income and consumption of goods or services.

**Usually we count children and their parents as a family unit.** Here are some special cases.

If Family Unit has:	Do the following:
<b>Pregnant Woman with No Children</b>	Count a pregnant woman's family size as: 1 + the number of fetuses.  For example: <ul style="list-style-type: none"> <li>➤ A woman expecting <b>twins</b> would be 3 family members and</li> <li>➤ A woman expecting <b>triplets</b> would be 4 family members.</li> </ul>
<b>Children with Parents Living Apart</b>	<ul style="list-style-type: none"> <li>• Count this child in the family of the parent/guardian where s/he lives most of the time.</li> <li>• Do NOT count the child as a member of both families.</li> </ul>
<b>Child not Living in the Home</b>	Count this child only if the family financially supports the child.
<b>Foster Child</b> <i>(If foster family adopts child, see below)</i>	Count a foster child as a family of 1. (The welfare agency, not the foster family, is legally responsible for the child.)
<b>Adopted Child or Child Living in Legal Custody</b>	Count an adopted child as part of family unit.
<b>Separate Income Families</b>	<ul style="list-style-type: none"> <li>• Count a person whose income is separate from other persons living in the same household as a <b>separate</b> family unit.</li> <li>• Count persons that do <b>NOT</b> earn enough to meet their own living expenses as part of family unit.</li> </ul>

## Activity 1: Income Eligibility (Continued)

1. *Pam Hunter is pregnant and has a 7-year-old child. She makes \$900 every 2 weeks.*

What is Pam's family size? \_\_\_\_\_

What is her family's monthly income? \_\_\_\_\_

Is she income eligible for WIC?

2. *Maria Vasquez is pregnant and has a 2-year-old daughter. They are living in a shelter for battered women with 3 other women and 7 children. Her husband does not provide any financial support to them. She has made \$12,000 year to date through June 30.*

What is Maria's family size? \_\_\_\_\_

What is her family's monthly income? \_\_\_\_\_

Is she income eligible for WIC?

3. *Valentina and Vladimir are married. Valentina is pregnant with their first child and wants to get on WIC. Vladimir makes \$21,000 a year and Valentina makes \$60 a week.*

What is Valentina's family size? \_\_\_\_\_

What is her family's monthly income? \_\_\_\_\_

Is she income eligible for WIC?

4. *Evelyn Ruiz and her husband Manuel live together with their 3 children. Manuel is a migrant farm worker. He only works 9 months out of the year. Last year he made \$30,000.*

What is Evelyn's family size? \_\_\_\_\_

What is her family's monthly income? \_\_\_\_\_

Is she income eligible for WIC?

5. *Amanda Kelly is pregnant and a single mother of 4 children. She reports an annual income of \$41,000. She also gets Food Stamps.*

What is Amanda's family size? \_\_\_\_\_

What is her family's monthly income? \_\_\_\_\_

Is she income eligible for WIC?

## Activity 2: WIC Forms

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### Learning Objectives

After completing this activity, the CNW will be able to:

- identify forms used during the initial certification or subsequent certification.

---

### Instructions

1. Ask your mentor or supervisor to give you copies of the forms your agency uses for certification and subsequent certification. Also make sure s/he shows you the AIM health history question screens.
  2. Complete the form on the next page.
-

**Activity 2: WIC Forms (Continued)**

<b>Name of Form</b>	<b>Description/Use</b>

## Activity 3: Certification Periods

---

### Learning Objectives

After completing this activity, the CNW will be able to:

- explain the certification period for each category of participant.

---

### Instructions

1. For each of the participants described on the next page, identify the participant's:
  - category
  - initial certification period and
  - subsequent certification period.

If the subsequent certification period is not applicable for the participant, mark the form as “not applicable.”

2. Talk with your supervisor about each of the participants described on the form.
-

### Activity 3: Certification Periods (Continued)

Participant(s) & Situation	Category	Certification Period	
		Initial	Subsequent
<i>Jason Moore is 2 years old.</i>			
<i>Trisha Jackson is 4 years &amp; 8 months old.</i>			
<i>Maria Diaz enrolled 1 month before she gave birth to her son.</i>			
<i>Rosa Hernandez enrolled on June 1 as a breastfeeding woman. She breastfed until November 30. Her daughter turns 1 year old on December 3.</i>			
<i>Juanita Figueroa enrolled on June 1 as a non-breastfeeding woman. Her infant son turns 6 months old on August 5.</i>			
<i>Jasmine Hong was born in May 17. Her mother enrolled her on July 17 of the same year.</i>			
<i>Daniel Ruiz was born on April 1. His mother enrolled him on November 10 of the same year.</i>			

## Activity 4: Priority Ranking

---

### Learning Objectives

After completing this activity, the CNW will be able to:

- understand priority ranking and
- explain the priorities her/his agency is currently serving.

---

### Instructions

1. Ask your supervisor what priorities your agency currently serves and why they may change.
  2. Using the form on the next page, put a check mark (✓) next to the priorities your agency currently serves.
  3. On the following page, determine the priorities for the participants described. Write the priority in the box and put a check mark (✓) next to the participants your agency would serve.
-

## Activity 4: Priority Ranking (Continued)

✓	Priority	Sub-priority	Description
	<b>0</b>		<b>Out-of-state transfer, any category</b>
	<b>1</b>	<b>a</b>	<b>Prenatal women</b> who have an anthropometric, biochemical or clinical indicator of nutritional need.
		<b>b</b>	<b>Breastfeeding women</b> who: <ul style="list-style-type: none"> <li>• have an anthropometric, biochemical or clinical indicator of nutritional need or</li> <li>• have an infant who qualifies as a Priority I.</li> </ul>
		<b>c</b>	<b>Infants</b> who: <ul style="list-style-type: none"> <li>• have an anthropometric, biochemical or clinical indicator of nutritional need or</li> <li>• are being breastfed by a woman who qualifies as Priority I.</li> </ul>
	<b>2</b>	<b>a</b>	<b>Breastfeeding women</b> who have an infant who qualifies for Priority 2.
		<b>b</b>	<b>Infants</b> under 6 months who are not in Priority I and were born to “WIC moms” or to “would have been WIC eligible moms.”
	<b>3</b>	<b>a</b>	<b>Children</b> 12-35 months old who have an anthropometric, biochemical or clinical indicator of nutritional need.
		<b>b</b>	<b>Non-breastfeeding women</b> with a Level 3 or 4 indicator of nutritional need (anthropometric, biochemical or clinical).
		<b>c</b>	<b>Children</b> 3 to 5 years old who have an anthropometric, biochemical or clinical indicator of nutritional need.
	<b>4</b>	<b>a</b>	<b>Prenatal women</b> who have only a dietary indicator of nutritional need.
		<b>b</b>	<b>Breastfeeding women</b> who: <ul style="list-style-type: none"> <li>• have only a dietary indicator of nutritional need or</li> <li>• are breastfeeding an infant who qualifies for Priority IV.</li> </ul>
		<b>c</b>	<b>Infants</b> who have a dietary indicator of nutritional need and are being breastfed by a woman who qualifies for Priority IV.
	<b>5</b>		<b>Children</b> older than 12 months who have only a dietary indicator of nutritional need.
	<b>6</b>		<b>Non-breastfeeding women</b> with a Level 1 or 2 indicator of nutritional need (anthropometric, biochemical, clinical or dietary).
	<b>7</b>		<b>Breastfeeding or prenatal women</b> who are in foster care.

### Activity 4: Priority Ranking (Continued)

Participant	Priority	Served by Agency? (✓)
David is 3 years old and has cerebral palsy (clinical risk).		
LaTonya is pregnant and has a diet low in milk and milk products (dietary risk).		
Cindy Nguyen is a breastfeeding woman with only a dietary risk. She is breastfeeding her son who just had surgery and is a Priority I infant.		
Patricia Gomez is pregnant. She is anemic (biochemical risk).		
Grace Chang is a non-breastfeeding woman with a dietary risk.		
Maria Hernandez is a non-breastfeeding woman. She is underweight (anthropometric risk).		

## Activity 5: Disqualifying a Participant

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### Learning Objectives

After completing this activity, the CNW will be able to:

- identify why a person may be disqualified from WIC.

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### Instructions

1. Ask your supervisor how and why someone would be disqualified.
  2. For each of the 5 situations described on the next page, determine why the participant was disqualified and list the reason.
  3. Discuss your findings with your supervisor.
-

**Activity 5: Ineligible/Disqualifying a Participant (Cont)**

<b>Situation</b>	<b>Reason</b>
1. Juanita Gomez is enrolled and participating in 2 WIC programs in the same agency.	
2. Brenda Jones enrolled her 4-year-old daughter in WIC on May 24. She returns for her next certification appointment. Her daughter is now 5 years old.	
3. Cary Johnson is a breastfeeding mother who has been on WIC for 2 months. She has been having money problems. She tried recently to sell some of her WIC food instruments to a neighbor, who reported the situation.	
4. Anna Petrovich is a low-risk non-breastfeeding woman with a biochemical risk. Her agency currently serves categories 1-4.	
5. Terri Smith presents her friend's AHCCCS award letter to the WIC staff at her certification appointment, claiming that it is her own.	

## Activity 6: Role Plays

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### Learning Objectives

After completing this activity, the CNW will be able to:

- show how to assess participant understanding of the WIC Program.

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### Background

A role play is when 2 or more people act out a scene as though it was “real Life.” “Props” such as baby dolls or food models are not needed but may be helpful.

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### Instructions

1. Have a co-worker role play any 3 of the 5 roles (A-E) described on the following page.
  2. Act out the role of a WIC CNW in a session for these 3 participants.
  3. Co-Worker: Using the role plays as your guide, act out the role of the participant. Try to be as realistic as possible.
  4. After each session, ask your co-worker to tell you what s/he noticed. Make sure to ask her/him for your strengths as well as your weaknesses.
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## Activity 6: Role Plays (Continued)

### 5 Participants

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**Role Play  
A**

Debbie Jones is a 17-year old pregnant teen. She is new to WIC and does not know much about the program.

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**Role Play  
B**

Juanita Gomez is enrolling her 2-year-old daughter in WIC. She just moved to the area. Her husband works as a migrant farm worker. She says their income is different every month.

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**Role Play  
C**

May Nguyen is pregnant. She has 3 other children. The oldest child is 5 years old. She wants to get herself and her 3 children on WIC.

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**Role Play  
D**

Cary Johnson is a breastfeeding mother of a 4-month-old daughter. She receives Food Stamps. She wants to get herself and her daughter on WIC. She thinks she can buy any food with WIC food instruments.

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**Role Play  
E**

Heidi Wade is a non-breastfeeding mother of a 2-month old. She wants to get herself on WIC. She doesn't realize her son is also eligible.

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## Progress Check Answers

1. Number the steps a person usually goes through to get WIC services. Order them from 1 to 5.

- 2   determining eligibility
- 5   subsequent certification or disqualification
- 3   certification
- 1   screening for an enrollment appointment
- 4   follow-up appointment

2. Mark with a check (✓) the criteria that must be met for an applicant to be eligible for WIC.

- ✓   income
- citizenship
- ethnicity
- ✓   category
- education level
- ✓   nutritional need
- ✓   residence

3. Identify and describe the 5 WIC categories.

1. **A pregnant woman**
2. **A woman who is breastfeeding her infant up to 1 year after the infant's birth**
3. **A non-breastfeeding woman up to 6 months after the end of her pregnancy. (The end of pregnancy can be due to a live birth, still-birth or miscarriage).**
4. **An infant- a child under 1 year old**
5. **A child between 1 and 5 years old**

## Progress Check Answers (continued)

4. Mark with a check (✓) the items that would make an applicant ineligible (**NOT** eligible) for WIC.

has lived in the state for less than 1 week

does not have a nutritional need

is not a U.S. citizen

is not breastfeeding and has an 8-month old infant

is homeless

is not in a category served by WIC

has income over the allowed maximum for WIC eligibility

receives Food Stamps

is unable to provide proof of residency

5. To be automatically income eligible (adjunctively eligible), and applicant would need to be on 1 of 3 programs. List these 3 programs.

1. ***Food Stamps,***

2. **Temporary Assistance for Needy Families (TANF) and**

3. ***AHCCCS.***

## Progress Check Answers (continued)

6. Put an “R” before the items that are considered proof of residency and an “I” before the items that are considered proof of income.

  R   a recent rent receipt showing applicant’s name and address

  R   last month’s phone bill with the applicant’s name and address

       a 5-year old electric bill with the applicant’s name and address

  I   an applicant’s unemployment benefits card or letter

  I   an applicant’s bi-weekly pay stub

  R   a letter signed by a homeless applicant stating her place of residence

7. List the 5 categories of nutritional need.

1. ***Anthropometric***

2. ***Biochemical***

3. ***Clinical***

4. ***Dietary***

5. ***Other***

8. Fill in the chart below with the categories of the participants addressed by each priority. (Use the chart in Learning Activity 4 to guide you.)

Priority	Categories
0	<b><i>Out-of-state transfer, any category</i></b>
1	<b><i>Prenatal women, breastfeeding women, infants</i></b>
2	<b><i>Breastfeeding women, infants</i></b>
3	<b><i>Children, non-breastfeeding women</i></b>
4	<b><i>Prenatal women, breastfeeding women, infants</i></b>
5	<b><i>Children</i></b>
6	<b><i>Non-breastfeeding women</i></b>
7	<b><i>Breastfeeding women, prenatal women</i></b>

## Progress Check Answers (continued)

9. Fill in the chart below, showing the differences between certification and subsequent certification.

<b>Item</b>	<b>Initial Certification</b>	<b>Subsequent Certification</b>
Client	<i>Referred to as “applicant”</i>	<i>Referred to as “participant”</i>
ID	<i>Proof of ID required</i>	<i>WIC ID Folder acceptable</i>
AIM ID Number	<i>Needs to be established</i>	<i>Already in AIM</i>
WIC Orientation	<i>Part of appointment</i>	<i>Not included in appointment</i>
Non-eligibility	<i>Referred to as “ineligibility”</i>	<i>Referred to as “ineligibility”</i>
Forms	<i>Notice of Action Affecting WIC Program Applicants</i>	<i>Notice of Action Affecting WIC Program Participation</i>

10. Mark the reasons you might disqualify a participant from WIC.

- one of the participant’s family members is over income
- the participant was late to the WIC appointment
- the participant turns 5 years old
- the participant abuses the program by selling food instruments
- the participant no longer has a nutritional need
- the participant does not follow the advice of the WIC staff