

VIII. Certification, Eligibility and Coordination of Services – Eligibility Overview		PROCEDURE 8.003 Implementing Office: Community Health Administration (CHA) Revised/Reviewed: June 2019
Approved by: _____ LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel: _____ Phillip Husband, Esq.; General Counsel	Effective Date: 01/01/2016

I. Authority	USDA
II. Reason for the Policy	CFR § 246.7 Certification of participants (c) Eligibility criteria Public Law 95-627, Section 17(c) (1)
III. Applicability	DC WIC State and Local Agencies
IV. Policy Statement	To qualify for the Program, infants, children, and pregnant, postpartum, and breastfeeding women must reside within the jurisdiction of the District of Columbia, and meet the income and nutritional risk criteria as outlined in Policies, 8.005, 8.006 and 8.007 , respectively.
V. Definitions & Acronyms	Competent Professional Authority (CPA) Competent Para-Professional Authority (CPPA)
VI. Procedures	<ol style="list-style-type: none"> 1. When funding permits, WIC Program benefits must be disseminated to low-income pregnant, postpartum, and breastfeeding women, infants and children up to age 5 who exhibit nutritional or medical risks, and who meet the established income eligibility criteria. 2. The local agency WIC Program must be made available to any individual who meets the eligibility requirements and applies for participation. 3. The local agency must provide WIC benefits to participants at no cost or financial burden to the participant. 4. The local agency shall not: <ol style="list-style-type: none"> a. Limit participation to those persons who participate in that local agency's health services; b. Require applicants to enroll in the local agency's health care system, or c. Require participants to be currently receiving health care from a private physician or other health care provider.

	<ol style="list-style-type: none"> 5. The local agency shall accept applications, determine eligibility, notify the applicant of their eligibility status; and if eligible, issue food instruments and provide nutrition education counseling and referrals when funds are available to provide WIC benefits. 6. The local agency shall assess WIC eligibility based on the following criteria: <ol style="list-style-type: none"> a. Categorical (pregnant, breastfeeding or postpartum woman, infant and child up to age 5); b. Reside in the District of Columbia; c. Be adjunctively income eligible or meet current income guidelines; d. Not participating in the WIC Program; and e. Demonstrate a nutritional or medical need determined by the CPA or CPPA. 7. All criteria require standard written documentation. 8. The local agencies shall use the “Documentation Check-off List” (See Appendix 8.003A) to record proof of identify, category, income and residency. 9. The CPA or CPPA shall determine on a case-by-case basis when there is an exception to the above criteria. Such exceptions include accepting less or requiring more documentation than the standard for category/identity, residency and income. These exceptions are necessary when the CPA/CPA observes that the applicant cannot reasonably be expected to provide the documentation, or when the CPA/CPA determines that the documentation provided is inadequate or inaccurate. 10. In all cases where the standard documentation is not provided, the local agencies shall use the “Statement of Residence, Income and/or Identity” (See Appendix 8.003A) to document such cases. 11. The income guidelines change annually effective July 1. The State Agency shall issue the new income guidelines at least two weeks prior to the expiration date of the existing guidelines. 12. Local agencies shall allow a 30-day certification period for individuals who do not present the necessary proof of residency, identity or income at the time of assessment. Therefore, 30 days of food checks should be given to the participant. If after 30 days the participant does not provide the documentation, the participant shall be terminated. <p>Details of eligibility criteria follow in Policies 8.004 through 8.013.</p>
VII. Appendix	8.003A Documentation Check-Off List / Statement of Residency and Income



VIII. Reference	8.002 Priority System 8.004 Categorical Eligibility 8.005 Eligibility – Residency and Documentation 8.006 Eligibility - Income and Documentation 8.008 Eligibility - Special Cases, Foster Care or Protective Services 8.009 Eligibility - Special Cases, Legal Guardian 8.010 Eligibility - Special Cases, Temporary Caretaker 8.012 Eligibility - Special Cases Military Temporary Care of Friends or Relatives 8.030 Completing the Certification Process 8.033 WIC Overseas Program
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