

Policy & Procedure Updates

Chapters 2 & 7

Bureau of Nutrition and Physical Activity

Health and Wellness for all Arizonans



Chapter 2

Certification

Bureau of Nutrition and Physical Activity

Health and Wellness for all Arizonans



Certification at Hospitals or other Outreach Locations

- Staff need to verify that client is not already receiving WIC services from another AZ WIC clinic
- Clients should not be transferred from an agency at an outreach location (with a few rare exceptions)
 - Client is temporarily unable to receive services from their home agency due to extreme circumstances and geographical separation

Bureau of Nutrition and Physical Activity

Health and Wellness for all Arizonans



Certification at Hospitals or other Outreach Locations

- If certification is completed at outreach location, all information that is normally required for a certification should be obtained including:
 - Weight and Height
 - Hemoglobin
 - Nutrition Assessment
 - Nutrition Education
 - Proof of income, ID, residency

Bureau of Nutrition and Physical Activity

Health and Wellness for all Arizonans



Forgot Documentation of Income, ID and/or Residency

- When a participant has proof of income, ID, and/or residency but did not bring it to appointment:
 - Continue current policy of providing one month of food instruments
 - Inform them that if they do not bring proof next time, they will not get any more checks
 - **THEY NO LONGER NEED TO SIGN THE STATEMENT OF DOCUMENTATION FORM** if they forgot the proof, only if it does not exist

Bureau of Nutrition and Physical Activity

Health and Wellness for all Arizonans





ARIZONA WIC PROGRAM
Statement of Documentation

Participant Name: _____

Non-existing Documentation

For the following situations, the applicant, if qualified, can be enrolled on WIC for the entire Certification period:

Income

For Applicants or Authorized Representatives with inadequate income documentation or those that do not have income documentation *because the documentation does not exist*:

I declare my total gross household income is \$ _____ Per

Week Every other week Month Year

Reason for inadequate or no documentation: _____

Address or Identification

For Applicants or Authorized Representatives who do not have documentation of address and/or identification *because the documentation does not exist*:

Address is: _____

Reason for no proof of address or identification: _____

Zero Income

For Applicants or Authorized Representatives with ZERO income. I declare my total gross household income is ZERO.

I am getting food and housing from: _____

I, _____, verify the above information is correct. I understand that providing incorrect or misleading information can result in criminal charges and/or paying the Arizona Department of Health Services, in cash, the value of the food benefits improperly received.

Authorized Representative Signature _____ Date _____

WIC Staff Signature _____ Date _____

Bureau of Nutrition and Physical Activity

Health and Wellness for all Arizonans



Pregnancy Weight Grids

- Information about plotting pregnancy weight on the new paper grids and using them to assign WIC codes is now included in Chapter 2
- Pregnancy Wt grid ordering

Bureau of Nutrition and Physical Activity

Health and Wellness for all Arizonans



Chapter 7

Participant & Staff Education

Bureau of Nutrition and Physical Activity

Health and Wellness for all Arizonans



Pregnancy Nutrition Care Standards

- Due to additional WIC codes being added from Revision 10, information was added to Appendix G on the topics of:
 - Hypertension, Pre-Hypertension, Eclampsia and Pre-Eclampsia
 - Gestational Diabetes

Bureau of Nutrition and Physical Activity

Health and Wellness for all Arizonans

