



**POLICY:** WIC applicants must be physically present at their certification appointments unless an exception is granted and documented.

**PURPOSE:** To assure that applicants are physically present at certification appointments, or that an exception is granted and documented. This is to maintain the integrity of the WIC program by helping to prevent fraud.

**RELEVANT REGULATIONS:** 7 CFR §246.7 ¶(i)(3)—Certification forms  
7 CFR §246.7 ¶(o)—Are applicants required to be physically present at certification?

**OREGON WIC PPM REFERENCES:** ♦600—Certification: Introduction and Overview  
♦645—Certification Periods

**TWIST TRAINING MANUAL REFERENCES:** Chapter 3, Section 6, Lesson 601 - Infant Certification - Temporary Newborn

**PROCEDURE:** 1.0 Anyone applying for WIC must be physically present at each certification.

*Exceptions*

- 1.1 Applicants with a disability who are unable to be physically present at the WIC clinic because of their disability or applicants whose parents or caretakers are individuals with disabilities that meet this standard **must** be granted an exception to the physical presence requirement. Examples of such disabilities include:
- A medical condition that necessitates the use of medical equipment that is not easily transportable
  - A medical condition that requires confinement to bed rest
  - A serious illness that may be exacerbated by coming into the WIC clinic (i.e. an individual with compromised immunity such as an individual undergoing cancer treatment)
- 1.1.1 If staff know or believe an individual may be eligible for this exemption, they must inform the person of the option for an exemption.
- 1.2 Exceptions to the physical presence requirement **may** be granted to an infant/child in the following limited circumstances.

**PHYSICAL PRESENCE AT CERTIFICATION, *cont.***

*(Exceptions)*

1.2.1 If the infant/child is unable to be physically present at the WIC clinic because their health status creates a barrier to being present, they may be granted an exception if both of the following conditions are met:

- The infant/child was present at his/her initial WIC certification; and
- The infant/child is receiving ongoing health care from any health care provider, including the local agency.

1.2.2 If the infant/child has working parents/caretakers they may be granted an exception if ***all*** of the following conditions are met:

- The infant/child was present at his/her initial WIC certification; and
- The infant/child was present at a WIC certification or recertification determination within the one year period ending on the date of the most recent certification or recertification determination; and
- The infant/child is under the care of one or more working parents or one or more primary working caretakers whose working status presents a barrier to bringing the infant/child to the WIC clinic.

1.2.3 If staff know or believe an infant or child may be eligible for this exemption, they must inform the parent or caretaker of the option for an exemption.

*Temp Newborn*

1.3 Newborn infants (<42 days of age) of women enrolled in WIC during their pregnancy ***may*** be enrolled and issued food instruments without being physically present if the birth length and weight is documented in the infant's record.

1.3.1 Schedule the newborn infant to be seen before or at the time of the mother's six week postpartum recertification visit. Obtain the remaining mandatory certification data for the infant at that time. If the remaining mandatory certification data is not obtained before or at the six week postpartum visit, check "eligibility pending" in TWIST. Do not issue additional food instruments until the remaining mandatory certification data is obtained and documented.

***Documentation***

2.0 If an applicant is not physically present for a certification appointment, the reason for the exception ***must*** be documented in TWIST in the "Medical Notes" field of the "Medical Data" tab in the "Certification" window.

**PHYSICAL PRESENCE AT CERTIFICATION, *cont.***

- (Documentation)***
- 2.1 If there is no documentation in TWIST that the participant *was not* physically present, it is assumed that the participant *was* present during certification.
  - 2.2 For a temp newborn, this documentation is not required. See ¶1.3 for more information.

***Reevaluate exception*** 3.0 Reevaluate the need for the exception at each certification.

***Use of referral data*** 4.0 If anthropometric and hematological data comes from a health care provider, this must also be documented in TWIST in the “Medical Notes” field for that data. Document the source of the referral data and the date of the WIC certification appointment.

**Note:** The collection date for medical data must be the actual date the data was collected, and therefore will not match the WIC appointment date when referral data is used. For this reason, the date of the WIC certification appointment must be documented. ★

**If you need this in large print or an alternate format,  
please call (971) 673-0040.  
WIC is an equal opportunity program and employer.**