



SECTION: Certification 620
SUBJECT: CERTIFICATION & ISSUING BENEFITS OR eWIC CARDS TO THEMSELVES, CO-WORKERS, RELATIVES, AND FRIENDS
DATE: March, 31 2013 (*revised*)

POLICY: Local WIC program staff will not perform certification duties or issue benefits or eWIC cards to themselves, co-workers, any person related to them or to friends.

PURPOSE: To avoid situations of potential conflict of interest, WIC staff will not determine eligibility or issue food benefits or eWIC cards to themselves, co-workers, any person related to them, or friends.

RELEVANT REGULATIONS: §7 CFR 246.4(a)(25)—State plan, Requirements

- PROCEDURE:**
- 1.0 Each local program will meet the following criteria to address situations of staff certifying and/or issuing benefits or eWIC cards to themselves, co-workers, family members, other relatives, or friends. This includes anyone seen socially, babysitters, etc.
 - 2.0 WIC staff members must inform their WIC coordinator or clinic manager before the certification process begins that they (the staff member), a co-worker, a member of their family or other relative, or a friend, is applying for WIC.
 - 3.0 WIC staff members cannot determine part or all of the eligibility for themselves, their family members, other relatives, friends, or co-workers. WIC staff currently employed with the WIC program will schedule all of their WIC appointments outside of their scheduled work hours. This includes all WIC appointments for their family members who are currently on WIC.
 - 3.1 In clinics where there are no other trained staff to determine WIC eligibility, the certification determination will be reviewed by a clinic supervisor or manager. The supervisor or manager will ensure that the applicant meets the applicant category (pregnant, breastfeeding, infant, etc.), income, residency, and nutritional risk criteria requirements for certification. The supervisor or manager will also ensure that the appropriate food package has been assigned.
 - 3.2 If there is no other clinic supervisor or manager to review the certification, contact your state WIC nutrition consultant. The certification will be reviewed by the state WIC nutrition consultant and the state WIC nutrition consultant will document approval in TWIST.
- Certification of self, co-workers, relatives, and friends*

Certification & Issuing Vouchers to Co-Workers, Relatives, and Friends *cont.*

(Certification of self, co-workers, relatives, and friends)

3.3 Document approval information from the WIC Program Supervisor/Coordinator or the Senior Office Manager. The approval notes will be documented in the WIC participant's progress notes **and** their WIC notes (under enrollment tab).

Issuing benefits or eWIC cards to self, co-workers, relatives and friends

4.0 WIC staff members will not issue benefits or eWIC cards to themselves, co-workers, members of their family, other relatives, or friends.

4.1 An unrelated staff person will issue benefits and eWIC cards to these participants. ★

**If you need this in large print or an alternate format,
please call (971) 673-0040.
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