



SECTION: Certification
SUBJECT: DOCUMENTATION REQUIREMENTS FOR
CERTIFICATION IN THE ABSENCE OF TWIST
DATE: May 22, 2015 (*revised*)

641

POLICY: Local program staff shall complete the required certification forms in situations where TWIST is unavailable at the time of a certification visit. These situations include home visits, non-computer satellite clinics, and disaster recovery. Local program staff must enter the data into the TWIST system within two working days of the visit to complete the certification and to print vouchers

PURPOSE: To ensure that certification data collected on paper certification forms is properly collected and entered into the TWIST system in a timely manner to complete the certification and issue vouchers.

RELEVANT REGULATIONS: 7 CFR §246.7—Certification of participants

OREGON WIC PPM REFERENCES:

- ◆400—Local Program Overview: Responsibilities and Communications
- ◆600—Introduction & Overview of Certification
- ◆635—Participant Notification: Eligibility and Rights & Responsibilities
- ◆636—Participant Notification: Ineligibility and Termination from WIC
- ◆640—Documentation Requirements for Certification in TWIST

DEFINITIONS:

<i>Required information</i>	Information that must be collected for WIC applicants to be enrolled.
<i>Optional information</i>	Information that may be collected for WIC applicants but is not required.
<i>Initial certification</i>	The first certification for an individual who has never participated in WIC and is applying for enrollment, or has not participated in WIC for 12 months or more and is reapplying for enrollment. .
<i>Subsequent certification (recertification)</i>	Any certification after the initial (first) certification, unless the participant has not received services from the WIC program for more than 12 months.
<i>Disaster recovery</i>	The continuation of WIC services in the event of a disaster.
<i>Non-computer satellite clinics</i>	A non-permanent clinic that certifies participants without a computer system.
<i>Home visits</i>	A certification visit that occurs in a participant’s home without access to TWIST.

DOCUMENTATION REQUIREMENTS FOR CERTIFICATION IN THE ABSENCE OF TWIST, cont.

PROCEDURE:

Initial/subsequent certifications

1.0 For any participant enrolled at an initial or subsequent certification in a situation when TWIST is unavailable, local agency staff must complete the required certification forms. In situations when no computer is available at the time of the certification visit, i.e., home visits, non-computer satellite clinics, and in disaster recovery situations, use the appropriate required certification forms listed in the table below. Some forms are available online only—these can be downloaded from the WIC website as noted in ¶1.1 and printed. Refer to ♦640—Documentation Requirements for Certification in TWIST.

Required certification forms

1.1

Form #		Form Title
57-	Lang.	
Available electronically only		
615	ENGL	Certification Data Entry Document: Women, Infants, Children
617	ENGL	Health Questionnaire: Infants/Children
617	SPAN	Cuestionario de Salud: Infantes y Niños
618	ENGL	Health Questionnaire: Pregnant Women
618	SPAN	Cuestionario de Salud para Mujeres Embarazadas
619	ENGL	Health Questionnaire: Postpartum Women
619	SPAN	Cuestionario de Salud para Mujeres que Han dado a Luz
622	ENGL	Your Baby’s Diet Questions
622	SPAN	Preguntas sobre la dieta de su Bebé
624	ENGL	Your Child’s Diet Questions
624	SPAN	Preguntas sobre la dieta de su Niños
626	ENGL	Your Diet Questions
626	SPAN	Preguntas sobre su Dieta
Available in hard copy or electronically		
629		Participant Signature Form (Available in English, Spanish, Russian, Vietnamese, Chinese, Somali, Arabic)
633	ENGL/ SPAN	No Proof Form for Special Situation and Income Averaging
636	ENGL	Medical Documentation form Word or PDF

Participant rights and responsibilities

1.2 The paper “*Participant Signature Form*” must be completed at every certification or recertification visit regardless of TWIST availability.

1.2.1 Refer to ♦635—Participant Notification: Eligibility and Rights & Responsibilities for guidelines on distribution of the “*My Rights and Responsibilities*” handout (form 57-630) and completion of the “*Participant Signature Form*.”

DOCUMENTATION REQUIREMENTS FOR CERTIFICATION IN THE ABSENCE OF TWIST, cont.

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| <i>Required information</i> | 1.3 | Complete all fields on the required paper certification forms in order to subsequently complete the mandatory fields in the TWIST system. |
| <i>Timeframe for data entry</i> | 1.4 | Enter the data into the TWIST system within two working days of certifying an individual using paper certification forms. Contact the state WIC program if TWIST is unavailable within two working days. In emergency situations, another local agency or the state WIC office can assist with data entry and voucher printing. |
| <i>Process for data entry</i> | 1.4.1 | Local programs must ensure that a process is in place for data entry of paper certification forms within the required two working days. |
| <i>CPA review</i> | 1.4.2 | After the required data elements from the health questionnaire have been entered into TWIST, a Certified Professional Authority (CPA) must review the health history questionnaire screen and check the “CPA reviewed” box. |
| <i>FI printing</i> | 1.4.3 | Vouchers can only be printed after all required certification documentation has been entered in TWIST. |
| <i>Disposal of paper certification forms</i> | 1.5 | Once all the required data elements from the paper certification forms are entered into TWIST, local program staff must destroy the forms following the appropriate method for destruction of confidential and sensitive documents. |
| <i>Locally produced paper certification forms</i> | 2.0 | If the local program develops its own paper certification forms, the forms must meet the requirements in this policy. To ensure that all required data is collected, local programs must get approval from the state WIC program prior to using the locally produced forms. See ♦400—Local Program Overview: Responsibilities and Communications. |
| <i>Revisions of required paper certification forms</i> | 2.1 | Whenever state forms are revised, local programs must revise any similar form that they have developed within 60 days of receipt of the revised state form and submit the revised form(s) to the state WIC office for approval before use. |
| <i>Ineligibility</i> | 3.0 | Complete a “ <i>Notice of WIC Ineligibility</i> ” (form 57-607) or “ <i>Change in Your WIC Benefits</i> ” (form 57-608) if an applicant or a participant is found ineligible while completing a certification in the absence of TWIST. Document ineligibility in TWIST within two working days. See ♦636—Participant Notification: Ineligibility and Termination from WIC. ★ |

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