

SECTION 5.8

Subject: WIC Identification Folder

References: 7 CFR 246.7(k)(4)

Policy: Local Agency staff must issue one identification (ID) folder to each eligible household at the time of the initial certification and must update the folder as needed.

Purpose: To provide documentation of participation in the WIC Program; to provide identification when redeeming vouchers at a WIC vendor; and to verify certification when transferring to another WIC agency.

Procedures:

When eligibility for the WIC Program is determined, local agency staff must complete and issue an ID folder (Exhibit 5-Z) to each household. The completed folder must include:

- Household ID number
- Local agency and clinic identification numbers
- Participant name
- Individual member code
- Either the participant's date of birth (children and infants), estimated date of delivery (pregnant women), or actual date of delivery (postpartum women)
- Beginning and ending dates of the certification for each eligible participant
- Nutrition risk codes for each eligible participant
- Signature of the responsible local agency person, usually the coordinator. A rubber stamp of the signature may also be used.
- Name, address and phone number of the local agency. A printed label or stamp may be used.
- Name and signature of participant, parent, or guardian, on the front.

At each subsequent certification, the ID folder is to be updated appropriately, such as, adding new family members, changing beginning and ending certification dates and changing nutrition risk codes. The folder is also to be used to indicate:

- Voucher issuance (staff should mark a V on each month for which vouchers were issued)
- Future appointment dates and times on the calendar
- What the participant needs to bring to the next appointment

ID Folders must be replaced when:

- worn or dirty, or every 3 years;
- an eligible participant is transferring from another WIC agency;
- the folder is lost or damaged. Local agency staff must verify the identity of a participant or parent before replacing the lost folder, unless s/he is known to staff.

- the calendar on the folder is outdated. A replacement calendar may be attached if the folder is still in good condition.

If the participant, parent or proxy doesn't bring the folder to WIC clinic, staff must determine if a new folder is needed. If the participant, parent, or proxy is known to staff or has identification, vouchers may be issued without the folder. Refer to Section 5.2.4 for more detail regarding identification.

Signatures

If the participant is a woman, she must sign the front of the ID folder after her name has been printed. If the participant is an infant or child, the parent(s) or legal guardian must sign the front of the ID folder under his/her printed name.

Unused lines must be crossed out.

Proxies:

If the adult participant, parent or guardian is unable to pick up vouchers or redeem them at the store, he/she may designate a proxy.

- The proxy must be a responsible person, at least 16 years old.
- Local agency staff must print the proxy's name on the front of the ID folder. The adult participant, parent, or guardian is responsible for having the proxy sign under his/her name.
- The adult participant, parent(s) or guardian is responsible for explaining the rules to his/her proxies.
- Proxy labels must be used to change information on the front of the folder. Correction materials, such as white out, must never be used to make changes.

Transfer of Certification

- Certified participants who are transferring from another state or local agency are eligible to continue receiving WIC benefits throughout their current certification period (Section 3.3 Transferring Participants). Additional Education and high-risk follow-up must be provided according to schedule (Sections 6.6 and 6.7).
- Old identification folders should be shredded or torn up.

Storage of Unissued Folders

Unissued ID folders must be stored securely to prevent theft or misuse. They must be stored separately from vouchers or voucher stock.

Guidance:

- If family members are assigned different household ID numbers, a separate folder must be completed for each different household ID number.
- The participant, parent, or guardian should be reminded to bring the ID folder to every visit to the WIC clinic and to the grocery store when redeeming vouchers.
- Use of the plastic sleeve is encouraged to keep the folder clean and to create safe storage for vouchers