DATE: March 16, 2016
TO: WIC Coordinators
FROM: State WIC Office
SUBJECT: Changes to Minnesota Operations Manual (MOM)

The following changes and updates to the WIC Minnesota Operations Manual (MOM) were posted online on Tuesday, March 15 - Minnesota WIC Program Operations Manual.

CHAPTER 1:

- **Section 1.7: Data Privacy.** There were some minor changes to MOM Section 1.7 Data Privacy to add clarity to the policy and procedures.
  
  - Additional text was added to a bullet in Procedures to ensure that participants/caregivers are *provided adequate time to read* the Rights and Responsibilities or be read to at certification.
  
  - In Procedures: Releasing Information, #2 was deleted and a statement was added to Guidance to meet the intent of the deleted statement.
  
  - In Procedures: Releasing Information, #3 became #2 and a statement was added about using a Consent to Release Information Form.

- **Section 1.10: Civil Rights.** USDA has recently revised both the English and Spanish versions of the Nondiscrimination Statement that must be added to all information, materials, and sources used by federal, state, and local agencies to inform the public about the WIC Program. Both the English and Spanish versions have been revised in MOM, Section 1.10. A separate memo explaining the timeline for implementation of the newest statements is included with this Wednesday Update.

  Many agencies use the shorter version of the Nondiscrimination Statement.

  - **English:** *This institution is an equal opportunity provider.*
  
  - **Spanish:** *Esta institución es un proveedor que ofrece igualdad de oportunidades.*

CHAPTER 3:

- **Section 3.1: Introduction.** *THERE IS NO CHANGE IN CONTENT.* This section has just been updated to be ADA (Americans with Disabilities Act) compliant.
CHAPTER 5:

- **Section 5.3.2: Hematologic Assessment.** *THERE IS NO POLICY CHANGE.*
  
  o The new information intends to clarify the schedule for when hemoglobin measurement must be done as part of the assessment conducted during a certification, mid-certification, or recertification appointment.

  o The revision in MOM includes a narrative in addition to the chart that describes when CPA staff must measure hemoglobin.

  o Confusion occasionally arose when conducting assessments for children in the age range of 1 to 2 years of age. Generally, any child having a certification, mid-certification, or recertification done at approximately 18 months of age MUST have a hemoglobin measurement done as part of the assessment process.

CHAPTER 8:

- **Section 8.4: Mailing Vouchers.** When Section 8.4 was revised in 6/2015, one statement was inadvertently left out of the policy.

  o In the *Procedures* section – “For mailing vouchers” – statement #3 in the revised policy was missing from the 6/2015 version.

  o #3 now reads: “Document the reason the vouchers were mailed in the WIC Information System.”