

UPDATED JANUARY 2025

Answer Key for WIC Certification Overview Module

Practice Activity – A

1. Locate the [Minnesota Operations Manual \(MOM\)](#) on the MN WIC Website. (Hint: it's under the Local Agency tab) Familiarize yourself with MOM **Chapter 5: Certification**, noting what information is contained within this chapter.

Answers are Subjective.

2. Review the form, [WIC Rights & Responsibilities](#). Ask your preceptor to demonstrate the procedure for signing the signature pad. Also ask for a demonstration of what to do if the form was not signed at the previous appointment, and how to scan a signed paper copy into the WIC Information System.

Answers are Subjective.

3. Ask your Breastfeeding Coordinator what types of breastfeeding support are offered at your clinic.

Answers are Subjective.

4. To what community services or programs does your clinic commonly refer participants? Review any referral information that your clinic may use.

Answers are Subjective.

5. Observe a variety of appointments and procedures from start to finish. Note the various steps in the certification process during your observations. Your preceptor can help arrange your observations.

Observe a certification, recertification, and a midcertifications.

Skills Check – #1

1. What are the four main types of appointments that WIC participants are scheduled for when enrolled in WIC?
 - **Certifications**
 - **Recertifications**
 - **Midcertifications**
 - **Additional Education**
2. What is the purpose of prescreening?

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Prescreening is used to determine if a person interested in WIC is likely eligible to receive the services, based on federal program guidelines.

3. What is the purpose of the certification and recertification appointments?

A thorough assessment is conducted to determine eligibility for WIC services.

4. How do cert/recert. appointments differ from midcertification appointments?

The midcertification appointment focuses on nutrition assessment and education. The administrative components of certification are not required including Proof of income, Proof of address, Proof of ID, Rights and Responsibilities.

5. How often do participants receive nutrition education?

Nutrition education must be offered to WIC participants at least quarterly.

Skills Check – #2

1. Review [MOM 5.2 Certification Procedures](#)

Answers are Subjective

2. What are three acceptable forms of documentation of residency?

Examples include:

- Bill
- Driver's license
- Rent receipt
- Lease agreement
- Mail addressed to applicant
- Pay stub

3. List three acceptable forms of ID for children.

Examples include:

- Birth Certificate
- Crib Card
- Baptismal Certificate

4. List three acceptable forms of ID for women.

Examples include:

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- Driver's license
 - Passport
 - Photo ID from school
5. Practice what you would tell a participant about what documentation they must provide for certification. It may be helpful to practice aloud with a co-worker.

Answers are Subjective

Practice Activity- B

1. Use the [Minnesota WIC Income Eligibility Guidelines](#) and answer the questions about each situation.
 - Maria lives with her husband who gets paid \$500 once a month. They have two children under 5. Maria works 20 hours per week during the school year (40 weeks/year) and makes \$10.00 per hour.
 - a. What is their household size? **4**
 - b. What is their household income? **\$14,000**
 - c. Is anyone in the household income eligible for WIC? **The two children**
 - Shondra is pregnant with twins. She lives with her boyfriend and a roommate. The roommate doesn't have a job and Shondra and her boyfriend are paying for his food. Shondra makes \$200 a week (The information system calculates the annualized amount to be \$10,400), and her boyfriend makes \$1000 a month.
 - a. What is their household size? **5**
 - b. What is their household income? **\$22,400**
 - c. Is Shondra income eligible for WIC? **Yes**
 - Justin has sole custody of his 2-year-old son and is at WIC to request benefits for the child. His ex-wife pays child support of \$700 a month. Justin also receives \$400 a month in unemployment benefits. He and his son live alone.
 - a. What is their household size? **2**
 - b. What is their household income? **\$13,200**
 - c. Is Justin's son income eligible for WIC? **Yes**
2. Answer the income eligibility questions about the following scenario.
 - Alexander Smith is 2 years old and is at WIC for his first certification appointment. He lives with his mom, Jane, in an apartment. Jane receives a \$500 per month from MFIP/TANF). She provided the following proofs for the appointment:
 - Her Minnesota Driver's License
 - Alexander's birth certificate

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- A letter stating her MFIP award
- An electricity bill with her name and address on it
 - a) What is the household size? **2**
 - b) How would you determine income eligibility for this household?
Adjunctive eligibility with MFIP
 - c) What information is needed to document their income? **The MFIP Award letter**
 - d) What is Alexander's proof of ID and residency? **Birth Certificate, Jane's Driver's license, and the electricity bill**
 - e) Is Alexander adjunctively eligible? **Yes**
 - f) Would Jane need to bring back proof later? **No**

3. Review your agency's Separation of Duties written plan. What is your role in your agency and how does it fit with SOD?

Answers are subjective

Final Skills Check

1. Prescreening helps determine if an applicant appears eligible for WIC benefits.
True
2. An infant who is less than 6 months at the first WIC appointment is certified until their first birthday but an infant older than 6 months is certified for a period of 6 months.
True
3. The process for recertification of a participant is almost identical to the initial certification.
True
4. WIC participants need to provide documentation of identity, residency, and income at all certification visits, not just the initial one.
True
5. Examples of acceptable documentation of identity include birth certificate, driver's license, crib card, passport, and a Health Benefits card.
True
6. Examples of documentation of residency could include: a bill, driver's license, a lease agreement, mail addressed to the applicant, or pay stubs with an address.
True

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7. If an applicant does not bring all the required documentation, they have 45 days to bring the document(s) to the WIC office.

False: The applicant has 30 days to return with the required documentation.

8. The two ways a person can be income eligible is by adjunctive eligibility and/or by meeting WIC Income Guidelines.

True

9. Participation in Medical Assistance or Head Start makes an applicant adjunctively income eligible for WIC services.

True

10. In order to be presumptively eligible for WIC, an applicant must, among other requirements, be willing to apply for MHCP.

True

11. A woman with one child living with a roommate would be a household of 2 if she and the roommate split all rent and utilities.

True

12. The standard WIC income guidelines are set at 250% of the federal poverty level.

False: WIC standard income guidelines are set at the 185%.

13. A foster child is counted as a member of the foster parent's household, when determining household size.

False: A foster child would be in their own household, separate from the foster parent's household.

14. If one staff person checks income and does the certification appointment and a different staff person issues the benefits, this meets Separation of Duties requirements because two staff people were involved in the appointment.

False: The income must be checked by a separate staff member than the one that is certifying the participant.

References- Complete Listing of Hyperlinks

Minnesota Operations Manual

(MOM)(<https://www.health.state.mn.us/people/wic/localagency/mom.html>)

WIC Rights & Responsibilities (<https://www.health.state.mn.us/people/wic/rights.html>)

Section 5.2: Certification Procedures

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch5/sctn5_2.pdf)

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Minnesota WIC Income Eligibility Guidelines

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex5/5a.pdf>)

Minnesota Department of Health - WIC Program 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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