

## Steps for Certification

- I. Required items must be completed at each certification. (*A midcertification health assessment* is a follow-up appointment and is not a certification appointment.) Participant Data must be recorded in the VISION system. The following is required for all families and/or participants, other data may be required if applicable.
  - a. Demographic:
    - i. First name, last name
    - ii. Sex
    - iii. Date of birth
    - iv. Participant category
    - v. Ethnicity (Hispanic/Latino or Not Hispanic/Latino)
    - vi. Race (one or more)
    - vii. Mother (name of mother or mother not on WIC)
    - viii. Preferred spoken language
    - ix. Printouts language
    - x. Mother's education level
    - xi. Proof of identity
    - xii. Physical presence at appointment
    - xiii. Phone number(s). Home Phone field must be used for primary phone number if any, not just land-lines only. Verify phone number for accuracy at each subsequent appointment to ensure appointment reminder messages can be received.
    - xiv. E-mail address (recommended to request but is not required for certification. If declined or not available leave blank)
    - xv. Physical address
    - xvi. Proof of address (residency)
    - xvii. Household size
    - xviii. Proof of income (source, proof, amount, period) *or* Proof of adjunct eligibility
    - xix. Voter registration (voter registration form offered if not registered to vote at current address)
  - b. Health:
    - i. Anthropometrics
      1. Prenatal Weight Gain Grid must be plotted for all pregnant women.
      2. Growth Chart must be plotted for all infants and children (age and gender appropriate).
    - ii. Bloodwork

- iii. Nutrition Interview
  - iv. Risk
- c. File menu:
- i. A signature must be captured on the electronic signature pad for the Rights and Responsibilities form (R&R).
- d. Education and Care:
- i. Nutrition education
  - ii. Care plan
    - 1. Core contact (required at initial certification) and any referrals must be documented in the computer system. WIC program explanation to participants will be provided according to the VENA approach.
- e. Foods:
- i. Food package (not required to certify but required in order to issue benefits)
- II. The following items **may** be required for certification:
- a. Verification of Certification (VOC). Accepted from transfers who are currently certified by another WIC agency to prove income and nutrition risk factor eligibility (see Transfers).
  - b. Complete Formula and Food Authorization form (FAFAF) signed by a prescriptive authority. This is done using the Formula and Food Authorization form (FAFAF). Required for participants receiving non-contract formula, exempt formula, or any other medical product ordered through the State office.
  - c. Health Data Referral form. Required for medical data obtained by the applicant's medical provider if used for certification.
  - d. High risk care plan for high risk participants. Assessment and Plan portion of SOAP note must be documented in the VISION care plan at the time of certification.
  - e. Immunizations Release. Required for all clients agreeing to share their child's immunizations records.

- i. The signature for this release is captured within the Family Referral panel.
  
- f. Proof of guardianship/caretaker. Required for all non-parent applicants applying for benefits for an infant or child.