



**ISSUE DATE:** 10/4/2019  
**TO:** WIC Coordinators  
**FROM:** Barb McClendon  
OHA - Oregon WIC Program  
**SUBJECT:** **WIC Policy Update 2019-04**

*MAJOR REVISIONS: Significant content changes made to these policies. Please review all policies with major revisions.*

- [511 – Food Benefit Issuance](#)
  - Edited for clarity
  - Additional information about benefit issuance to eligible participants residing in homeless shelters.
  - Additional information about benefit issuance to participants transferring from another state.
  
- [590 – Program Integrity: Participant Violations](#)
  - Citation additions and updates.
  - The TWIST definition has been changed to Management Information System (MIS).
  - References to TWIST have been changed to “MIS” or “the MIS.” For any “MIS Training Manual” the TWIST Training Manual is still the resource.
  - Clarified action steps in section 1.0 for documenting and notifying the state WIC agency about participant program violations.
  - Clarified action steps in section 2.0 for documenting verbal and/or physical abuse directed at a WIC staff member.
  - Clarified section 5.3 that proxy in lieu of disqualification is the only time a first cardholder address can be different from the infant/child participant address.
  - Clarified section 5.4 that when a proxy in lieu of disqualification is an option for participation in the program, the proxy must review the participant Rights and Responsibilities in addition to signing the Participant Signature form.
  
- [596 – Program Integrity: Acknowledgment of Employee Responsibilities](#)
  - Citation additions and updates.
  - WIC program Employee Responsibilities Form (57-200) must be signed at the time of initial employment AND annually thereafter.
  - If there are concerns about space for record retention of the annually signed Employee Responsibilities Form, please review Policy 426 Section 2.3.
  
- [625 – Risk Assessment](#)
  - Clarified requirements for taking height measurements on women. References to timelines of biochemical testing moved to Policy 626.

- [626 – Hemoglobin and Hematocrit Screening in WIC](#)
  - The timeframe of referral data for hemoglobin or hematocrit tests performed outside of WIC is no longer a maximum of 90 days old. Referral bloodwork data can be used if it meets the screening guidelines for biochemical assessment for the participant’s category outlined in 1.0. (6.0) (Appendix A: Standing Orders, Tests performed outside of WIC.)
  - **Effective date: August 13, 2019**
  - **Action needed:** Notify certifiers of the new acceptable timeline for blood tests performed by a medical provider outside of WIC.
  
- [627 – Procedures for Ordering HemoCue Supplies](#)
  - Updated the definition section with the new Hb 301 equipment and supplies.
  - Changed the ordering timelines to 3 times per year – January, May and September.
  - Added information about rotating stock when new supplies arrive so oldest supplies are used first, and to keep no more than a 4 to 6 month supply in inventory.
  - Updated repair and maintenance information to match the new contract language.
  - Removed the old order form from the appendix.
  
- [646 – Mid-Certification Health Assessment](#)
  - The timeframe of referral data for hemoglobin or hematocrit tests performed outside of WIC is no longer a maximum of 90 days old. Referral bloodwork data can be used if it meets the screening guidelines for biochemical assessment for the participant’s category. See Policy 626: Hemoglobin and Hematocrit Screening in WIC section 6.0 and Appendix A for details.
  
- [735 – Exchange and Handling of Returned Formula](#)
  - Pending USDA approval.
  - Updated to include guidelines for donating returned formula including the requirement to keep a tracking log of the formula returned.
  - **Action needed:** Review policy changes with staff.
  
- [880 – Referrals](#)
  - Policy 880 and 885 were combined and released as 880: Referrals.
  - Strengthened language requiring documentation of all referrals in TWIST.
  - Updated resource to assist local agencies provide information regarding substance use to WIC participants.

MINOR REVISIONS: *Minor edits, grammatical updates, clarifications, or formatting changes have occurred in these policies*

- [140 – Organization: Purpose and Chart](#)
  - Minor formatting and grammatical updates.
  - Updated mission, vision, values in appendix.
  
- [210 – Selection of Local Programs](#)
  - Updated links and details in appendix.

- [315 – Fiscal Reporting Requirements](#)
  - Updated Local Agency Funding Timeline
  - Put in new requirement of submitting General Ledger with quarterly revenue and expense report.
  - Minor revision/updates/wording changes.
- [611 – Income Eligibility: Determining Income Eligibility](#)
  - Minor language clarifications.
- [612 – Income Eligibility: Adjunct or Automatic Income Eligibility](#)
  - Minor language clarifications.
- [636 – Participant Notification: Ineligibility and Termination from WIC](#)
  - Clarifying language added.
  - Links updated.
- [641 – Documentation Requirements for Certification in the Absence of a Data System](#)
  - Clarifying language added.
  - Links updated.
- [670 – Overview of Risk Criteria and Priority Levels](#)
  - Clarifying language added
- [675 – Risk Criteria: Codes and Descriptions](#)
  - Policy revised with 2019 USDA Nutrition Risk updates.
  - **Effective date: October 1, 2019**
  - **Action needed:** Complete in-service by September 30, 2019.
- [1000 – Overview of Vendor Management](#)
  - Replaced "food instrument" with "eWIC card".
  - Added state responsibility to inform local agencies when stores in their clinic area change authorization status.

WIC policies can be viewed online at:

[oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wicpolicy.aspx](http://oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wicpolicy.aspx)