Policy 641
Documentation Requirements for Certification in the Absence of a Data System
September 30, 2019

POLICY

Local program staff shall complete the required certification forms in situations where the data system is unavailable at the time of a certification. These situations include offsite visits, non-computer satellite clinics, and disaster recovery. Local program staff must enter the data into the data system within two working days of the certification.

PURPOSE

To ensure that data collected on paper certification forms is properly collected and entered into the data system to complete the certification process in a timely manner.

RELEVANT REGULATIONS

7 CFR §246.7—Certification of participants

OREGON WIC PPM REFERENCES

♦ 400—Local Program Overview: Responsibilities and Communications
♦ 600—Certification Introduction and Overview
♦ 635—Participant Notification: Eligibility and Rights and Responsibilities
♦ 636— Participant Notification: Ineligibility and Termination from WIC
♦ 640—Documentation Requirements for Certification

DEFINITIONS

Required information: Information that must be collected for WIC applicants to be enrolled on the WIC program.

Optional information: Information that may be collected for WIC applicants but is not required for enrollment.

Initial certification: The first certification for an individual who has never participated in WIC or has not participated in WIC for 12 months or more.

Subsequent certification (recertification): Any certification after the initial certification.

Disaster recovery: The continuation of WIC services in the event of a disaster.

Non-computer satellite clinics: A non-permanent clinic that certifies participants without access to a data system.

Offsite visits: A certification that occurs outside of the WIC clinic setting without access to the data system.

PROCEDURE

Initial/subsequent certifications

1.0 For any participant enrolled at an initial or subsequent certification in a situation when the data system is unavailable, local agency staff must complete the required certification forms listed in the table below. These situations may include offsite visits such as those that occur in the home, non-computer satellite clinics, and disaster recovery situations. Refer to ♦640—Documentation Requirements for Certification.

Required certification forms

1.1. These forms are available online for downloading and printing from the WIC website:
https://www.oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/clinicforms.aspx

Form #		Form Title
57-	Lang.	Form Title
Available electronically only		
615	ENGL	Certification Data Entry Document: Women, Infants, Children
617	ENGL	Health Questionnaire: Infants/Children
617	SPAN	Cuestionario de Salud: Infantes y Niños
618	ENGL	Health Questionnaire: Pregnant Women
618	SPAN	Cuestionario de Salud para Mujeres Embarazadas
619	ENGL	Health Questionnaire: Postpartum Women
619	SPAN	Cuestionario de Salud para Mujeres que Han dado a Luz
622	ENGL	Your Baby's Diet Questions
622	SPAN	Preguntas sobre la dieta de su Bebé
624	ENGL	Your Child's Diet Questions
624	SPAN	Preguntas sobre la dieta de su Niños
626	ENGL	Your Diet Questions
626	SPAN	Preguntas sobre su Dieta
Available in hard copy from Shopify or electronically		
629		Participant Signature Form (Available in English, Spanish, Russian, Vietnamese, Chinese, Somali, Arabic)
633	ENGL/ SPAN	No Proof Form for Special Situation and Income Averaging
636	ENGL	Medical Documentation form PDF

Participant rights and responsibilities

1.2. The paper *"Participant Signature Form"* must be completed at every initial or subsequent certification regardless of data system availability.

1.2.1.　Refer to ♦635—Participant Notification: Eligibility and Rights & Responsibilities for guidelines on distribution of the *"My Rights and Responsibilities"* handout (form 57-630) and completion of the *"Participant Signature Form."*

Required information

1.3.　Complete all fields on the required paper certification forms in order to subsequently complete the mandatory fields in the data system.

Time frame for data entry

1.4.　Enter information into the data system **within two working days** of certifying an individual using paper certification forms. Contact the state WIC program if the data system is unavailable within that timeframe. In emergency situations, another local agency or the state WIC office can assist with data entry and benefit issuance.

Process for data entry

1.4.1.　Local programs must ensure that a process is in place for data entry of paper certification forms within the required two working days.

CPA review

1.4.2.　After the required data elements from the health questionnaire have been entered into the data system, a Certified Professional Authority (CPA) must review the health history questionnaire screen and check the "CPA reviewed" box.

Benefit Issuance

1.4.3.　Benefits can only be issued after all required certification documentation has been entered in the data system.

Disposal of paper certification forms

1.5.　Once all the required data elements from the paper certification forms are entered into the data system, local program staff must destroy the forms following the appropriate method for destruction of confidential and sensitive documents.

Locally produced paper certification forms

2.0　If the local program develops its own paper certification forms, the forms must meet the requirements in this policy.　To ensure that all required data is collected, local programs must get approval from the state WIC program **prior to** using the locally produced forms. See ♦400—Local Program Overview: Responsibilities and Communications.

2.1.　Whenever state forms are revised, local programs must revise any similar form that they have developed within 60 days of receipt of the revised state form and submit the revised form(s) to the state WIC office for approval before use.

Ineligibility

3.0　Complete a *"Notice of WIC Ineligibility"* (form 57-607) or *"Change in Your WIC Benefits"* (form 57-608) if an applicant or a participant is found ineligible while

completing a certification in the absence of the data system. Document ineligibility in the data system within two working days. See ♦636— Participant Notification: Ineligibility and Termination from WIC

**If you need this in large print or an
alternate format, please call 971-673-0040.**

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POLICY HISTORY

Date	*Major Revision, Minor revision
May 25, 2015	Revised
Sept. 30, 2019	Minor revision

The date located at the top of the policy is the implementation date unless an "effective date" is noted on the policy. Policies will become compliance findings 6 months from the implementation date.

Release notes can be found in the corresponding document on the Policy and Procedure Manual page.

 ***Major Revisions:** Significant content changes made to policy.*

***Minor Revisions:** Minor edits, grammatical updates, clarifications, and/or formatting changes have occurred.*

***Date of Origin:** Date policy was initially released*