



ISSUE DATE: 7/13/2018
TO: WIC Coordinators
FROM: Barb McClendon
OHA - Oregon WIC Program
SUBJECT: **WIC Policy Update 2018-07**

POLICIES THAT REQUIRE STAFF TRAINING:

- ◆ [510 – WIC Cardholder Requirements](#)
 - Clarifies requirements for phone request for a 2nd cardholder.
- ◆ [625 – Risk Assessment](#)
 - Hemoglobin testing timelines were moved to Policy 626. Added description of a full assessment during the certification process. Expanded guidance for managing refusal of weight/length/height measurements or hemoglobin testing.
- ◆ [640 – Documentation Requirements for Certification](#)
 - Added guidance on documentation of refusals for weight/height/length measurements or hemoglobin testing. Clarified documentation requirements for mandatory referrals.
- ◆ [661 – Competent Professional Authority: Appropriate Counseling for Risk Levels](#)
 - Added required elements to the local agency guidelines for referral to the RDN including timelines for referral and the procedure for RDN review of high risk charts when appointments with the RDN are declined.
- ◆ [675 – Risk Criteria Codes and Descriptions \(see in-service here\)](#)
 - SDFSD Updated with 2018 USDA Risk revisions: Risks 142 and 311, changed title and definition of preterm, added early term delivery criteria. Risk 383 for NAS was added. Risk 411.5 and 411.9 added criteria based on feeding donor human milk.
- ◆ [733 – Formula Warehouse](#) *NEW*
 - New policy clarifying the Formula Warehouse ordering process
 - Because this is a new policy, some training may be required.
 - Highlights include:
 - When and how to place a formula warehouse order
 - Monitoring formula warehouse orders
 - Potential problems with formula warehouse orders
 - What to do if a formula warehouse order is stolen in the delivery process

POLICIES WITH GENERAL UPDATES

- ◆ [305 – Funding Formula](#)
 - Updated formatting.
- ◆ [310 – Contract Process for Local Programs](#)
 - Made changes to 1.3. regarding program elements approval process; Annual budget worksheet has been updated.
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- ◆ [595 – Program Integrity: Separation of Duties](#)
 - In the Audit section, added a note that WIC staff cannot audit themselves.
- ◆ [657 – Migrant Farmworkers: Definition](#)
 - Updated the reference to new transfer policy and removal of Policy 640 as a reference. In the definition of Agriculture, changed Vegetable to Produce (could include fruit).
- ◆ [850 – Nutrition Services Plan](#)
 - Changed terminology from Nutrition Education Plan to Nutrition Services Plan throughout policy
 - Modified definitions to reflect language used in Oregon
 - Changed the time frame of annual Nutrition Services plan to the calendar year, January 1 – December 31
 - Adjusted due dates for the Nutrition Services Plan/Guidance to reflect the calendar year time frame
- ◆ [902 – State Provided Laptops and Air Cards](#)
 - Removed appendix requiring a signed form for home laptop users
 - Added policy to not use the browser auto password save function. This is for the Citrix P# login. Most browsers ask is the user wants to save the password.

NOTES:

- WIC policies can be viewed online at:
oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wicpolicy.aspx
- Call the state WIC office at 971-673-0040 if you have questions about this release.