



ISSUE DATE: 7/12/2019
TO: WIC Coordinators
FROM: Barb McClendon
OHA - Oregon WIC Program
SUBJECT: **WIC Policy Update 2019-03**

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

- [426 – Record Retention](#)
 - Minor formatting and grammatical updates.
 - Citation additions and updates.
 - Added electronic record retention option for participant records and minimum requirements for electronic record retention. (Section 2.0)
 - [Electronic Record Checklist](#) added to the WIC Coordinator resources webpage.
 - Added breast pump loan agreement, breast pump release form, and electronic record inspection forms to the retention schedule. (Appendix B)
- [452 – Civil Rights](#)
 - Minor formatting and grammatical updates.
 - Citation additions and updates.
 - Disability definition revision to mirror current federal and state ADA definition.
 - Updated 'And Justice for All' poster requirements as part of Policy 1100 revision. (Section 1.0 and 4.0)
 - Updated and clarified the State Agency Translation/Language Identification methodology for program materials. (Appendix B)
- [501 – Ordering and Securing eWIC Cards](#)
 - Removed the Appendix with the inventory log. [Link](#) to log added to policy.
 - Updated card ordering process to twice a year rather than quarterly. (Section 2.0)
- [614 – Income Eligibility: Current Income Guidelines](#)
 - Updated with 2019 Income Eligibility Guidelines.
 - **Effective date: 5/1/2019**
- [660 – Competent Professional Authority \(CPA\): Requirements](#)
 - CPA Competency Model updated with new training requirements. (Appendix A)
- [710 – Breastfeeding: Definition, Promotion and Support Standards](#)
 - Added clarification on Breastfeeding Coordinator qualifications. A minimum of 45 hours of advanced lactation training is now required within 6 months of assuming this role. (Appendix A)
- [733 – Formula Warehouse](#)
 - Removed any references to redistributing formula.
 - Added procedure for handling damaged FW orders. (Section 12.0)

- [735 – Exchange and Handling of Returned Formula](#)
 - Removed procedure for handling returned formula.
 - Added guidance to dispose of any returned formula and recommendations for minimizing returned formula. (Section 5.0 and 6.0)
 - See Q&A document sent by Beth Lanham on 7/12/2019 for details.
 - **Effective date: 8/1/2019**
- [769 – Assigning WIC Food Packages](#)
 - An additional circumstance added when 2% milk may be issued to women and children 2 and over. (Section 8.3)
 - After the CPA completes a full diet assessment and finds the participant is at risk of inadequate intake of calcium and Vitamin D, the CPA may approve issuance of 2% milk instead of fat free and 1% if that would help to boost intake. Justification must be documented in progress notes and the need for 2% milk must be reassessed and documented at each certification.
 - Added new reference - *NIH: Calcium and Vitamin D Important at Every Age*.
- [820 – Quarterly Nutrition Education Contacts](#)
 - Simplified follow-up processes for lesson completion in WICHealth.org (Section 4.0)
 - Revised language to clarify when MOUs are needed and to use consistent term of "session guide" rather than lesson plan or outline. (Sections 6.0 and 8.0)
 - Removed Appendix B and replaced it with a [fillable form](#) on our website.

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

- [325 – Caseload Management](#)
 - Definitions updated from the new caseload training materials.
 - [Link to training materials](#) on the Oregon WIC website was added to the policy.
- [475 – Waiting List](#)
 - Policy references updated and documentation requirements clarified. (Section 2.0)
- [610 – Required Proofs: Identity, Residency, Income](#)
 - Clarified the use of Tribal ID for proof of identity and residence. (Section 5.1 and 11.0)
- [620 – Certification and Issuing Benefits or eWIC Cards to Themselves, Co-Workers, Relatives, and Friends](#)
 - Minor formatting, grammatical and citation updates.
- [635 – Participant Notification: Eligibility and Rights and Responsibilities](#)
 - Minor formatting, grammatical and citation updates.
 - Added language on participant's refusal to sign Participant Sig. Form. (Section 1.6.1)

WIC policies can be viewed online at:
oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wicpolicy.aspx