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