



ISSUE DATE: 07/01/2025
TO: WIC Coordinators
FROM: Erin Lynch
OHA - Oregon WIC Program
SUBJECT: **WIC Policy Update 2025-07**

MAJOR REVISIONS: *Policies with content changes that impact local agency functions. Please review all policies with major revisions.*

Policy 460 – Program Incentive Items

- Added to the title to address other allowable costs.
- Minor reorganization to improve flow, clarity, readability.
- We have additional language to strengthen the concerns about public scrutiny.
- Added 6.0 Limited Provision of Meals and Refreshments to clarify under what limited circumstances meals and refreshments may be provided.
- **Action needed: Review policy and share with staff as needed**

Policy 661 –High Risk Caseload Management

- Restructured policy to focus on the responsibilities for the WIC nutritionist
- Added more specific language about WIC nutritionist position
- Specified requirements for WIC nutritionist
- Added language and requirements for RDs from another country
- Clarified language around when RD contacts can be made during a certification
- Clarified documentation requirements of care plan
- Added section about coordination of care
- Allows non-WIC RDN visit to be approved as quarterly nutrition education with documentation of the care plan.
- Deleted language about in person vs remote RD appointments
- Added section about management of high risk caseload
- Added section about medical documentation form
- Added section about Medicaid and coordination of care
- Deleted language about temporary contracts with remote/community RDs and added language about staffing needs to manage high risk caseload
- **Action needed: Review with all local WIC nutritionist staff and other staff as needed.**

Policy 880 – Referrals

- Updated substance use requirements: Certifiers must offer verbal education on substance use at initial enrollment and subsequent recertifications for all prenatal, postpartum, and breastfeeding participants, as well as parents, and caretakers of infants and children participating in the program.

- Note: Education must be provided regardless of how the participant responds to screening questions.
- Added examples on ways local agencies can meet this requirement.
- Clarified that the “Small Steps” poster does not satisfy the requirement of providing education but is an optional, trauma-informed resource for local agency use.
- Updated required referrals to include blood lead screening/testing for child participants 13 months of age and older.
 - Note: Screening for blood lead status is required at certification and mid-certification.
- Updated wording for required documentation for OHP and other referrals to be in the WIC data system.
- **Action needed:**
 - **Review policy with CPAs.**
 - **Additional training will be provided to local agencies.**

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

Policy 340 – Local Agency Travel Reimbursement

- Removed sentences related to \$5 incidental being included in meal reimbursement as it was causing confusion and wasn’t sufficiently relevant
- Added example for other training that may be reimbursed on a pre-approval basis to 9.4
- Specified WIC Director approval needed in 9.4
- Reorganized for clarity.
- Updated Links.
- **Action needed: Review policy and share with staff as needed.**

Policy 614 – Income Eligibility: Current Income Guidelines

- Updated Income Eligibility Criteria for 2025
- Updated process for determining household size for a pregnant person:
 - When determining a household size of a pregnant person applying for WIC, first determine income eligibility by counting the pregnant person as one. If they do not meet income eligibility requirements, local program staff may count both the pregnant person and the unborn baby as members of the household. When the person is pregnant with multiple fetuses, count each fetus as an additional member of the household. The pregnant person may waive this increase in household size.
- **Action needed:**
 - **Review policy and share with all staff.**
 - **Update any internal documents used for income guidelines.**

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.