



Policy 600 Certification Overview

November 25, 2019

POLICY

WIC applicants will be screened for eligibility based on USDA certification requirements. Eligible individuals will be certified in the WIC program for the length of time allowed by USDA regulations.

PURPOSE

To provide an introduction and overview of the WIC certification process. To ensure that participants are certified for the proper length of time.

RELEVANT REGULATIONS

§246.7 ¶—Certification of participants

7CFR §246.7(g)—Certification periods

ASM 04-52—Implementation of the Certification and General Administration Provisions of P.L. 108-265

OREGON WIC PPM REFERENCES

- ◆ [510—WIC Cardholder Requirements](#)
- ◆ [511—Food Benefit Issuance](#)
- ◆ [636—Participant Notification: Ineligibility and Termination from WIC](#)
- ◆ [650—WIC Transfers/VOC and WIC Overseas Program.](#)
- ◆ [710—Breastfeeding: Definition, Promotion and Support Standards](#)

APPENDICES

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DEFINITIONS

Certification: the process of determining whether a person qualifies for WIC services.

Certification period: the length of time a person is eligible for receiving WIC services. A certification period depends on a participant's category and is defined by federal regulations.

Competent Professional Authority (CPA): an individual on the staff of the local WIC program authorized to determine nutritional risk and prescribe supplemental foods.

Pregnant person: a person with one or more embryos or fetuses in utero.

Breastfeeding person: The generic term for people who provide breast milk to their infant(s). The term breastfeeding person includes all people who are fully breastfeeding, mostly breastfeeding, and some breastfeeding. See ◆[710— Breastfeeding: Definition, Promotion and Support Standards](#) for more information.

Post-partum non-breastfeeding person: A person after termination of pregnancy (live birth, stillbirth, miscarriage at any state of pregnancy, or abortion) who is not breastfeeding their infant.

Child: A person from the 13th month of age to the month of their fifth birthday.

Infant: A person who is 12 months old or younger.

PROCEDURE

Certification

- 1.0 Any person applying for WIC must go through the certification process outlined in Appendix A.
 - 1.1. Local programs must follow program requirements, policies and procedures for certification as described in the USDA regulations and this manual.
 - Screen for WIC eligibility according to the policies and procedures outlined in this section.
 - Serve the highest risk applicants within the target population of the program's geographic area.
 - Document the services delivered to program participants.

Certification periods

- 2.0 Certification period depends on a participant's category and is defined by federal regulations.

Pregnant person

- 2.1. Certify pregnant people from their entry into WIC until their estimated date of delivery (EDD) plus 6 weeks rounded to the end of the month. The maximum eligibility period is calculated from the EDD and will not exceed 42 days past the EDD.
 - 2.1.1. The certification period of a pregnant person cannot be extended, even when there is difficulty in appointment scheduling.
 - 2.1.2. If the EDD changes during the pregnancy and the change is entered in the data system, the end of the certification will be the new EDD date plus 6 weeks rounded to the end of the month.
 - 2.1.3. When a participant notifies the local program that they delivered, the program must recertify the participant between the actual date of delivery (ADD) up to 6 weeks postpartum rounded to the end of the month.

Breastfeeding person

- 2.2. Certify a breastfeeding person for a period of up to one year, ending with the end of the month in which their infant reaches their 1st birthday.
 - 2.2.1. A some breastfeeding person does not receive food benefits after six months postpartum, but continues to be certified and receives all other WIC program benefits.

- 2.2.2. If a breastfeeding person stops breastfeeding, the category will be changed to postpartum, non-breastfeeding and their certification period will be shortened accordingly (see 2.3 below).

Postpartum, non-breastfeeding person

- 2.3. Postpartum, non-breastfeeding people are certified from the date of the certification visit to 6 months postpartum rounded to the end of the month. The end of the certification period is calculated from the ADD.

Infants

- 2.4. Infants 6 months or younger at the time of certification are certified for a period of up to 12 months, ending in the month that the infant reaches their first birthday. Infants 7 – 12 months of age at the time of certification are certified for a 6-month period starting from the date they are certified and rounded to the end of the month.
 - 2.4.1. When there is difficulty with appointment scheduling for an infant, the certification period may be shortened or lengthened by a period not to exceed one month (see 3.0).

Children

- 2.5. Children are certified for intervals of 12 months. The certification period begins the day of their eligibility screening and continues until the child has received 12 months of benefits. The calculated end certification date cannot exceed the last day of the month that a child turns 5 years of age.

Shortening or lengthening a certification period

- 3.0 When there is difficulty with appointment scheduling for a child, the certification period may be shortened or lengthened one time during the certification by a period not to exceed one month. However, the certification period can never extend beyond the end of the month of the child's fifth birthday.

Termination Notice

- 4.0 A participant who is to be terminated from the WIC program at any time during the certification period shall be notified in writing not less than 15 days before the termination takes effect. See [◆636—Participant Notification: Ineligibility and Termination from WIC](#) for guidelines.
 - 4.1. Exception: Such notification is not required for participants who are disqualified for not using their benefits, for a breastfeeding person of an infant older than 6 months who stops breastfeeding, or participants who move out of state and leave no forwarding address. See [◆636—Participant Notification: Ineligibility and Termination from WIC](#).

Transfers

- 5.0 Certification for WIC participants who transfer in from another WIC program in Oregon or any other state remains valid until the end of the participant's original certification period as indicated on a valid Verification of Certification (VOC) card or WIC transfer card. See [◆650—WIC Transfers/VOC and WIC Overseas Program](#).

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
6/29/2016	Revision
11/25/2019	Major 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

APPENDIX A - Certification Process Flow Chart

