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

- **511 – Food Benefit Issuance**
  - Edited for clarity
  - Additional information about benefit issuance to eligible participants residing in homeless shelters.
  - Additional information about benefit issuance to participants transferring from another state.

- **590 – Program Integrity: Participant Violations**
  - Citation additions and updates.
  - The TWIST definition has been changed to Management Information System (MIS).
  - References to TWIST have been changed to “MIS” or “the MIS.” For any “MIS Training Manual” the TWIST Training Manual is still the resource.
  - Clarified action steps in section 1.0 for documenting and notifying the state WIC agency about participant program violations.
  - Clarified action steps in section 2.0 for documenting verbal and/or physical abuse directed at a WIC staff member.
  - Clarified section 5.3 that proxy in lieu of disqualification is the only time a first cardholder address can be different from the infant/child participant address.
  - Clarified section 5.4 that when a proxy in lieu of disqualification is an option for participation in the program, the proxy must review the participant Rights and Responsibilities in addition to signing the Participant Signature form.

- **596 – Program Integrity: Acknowledgment of Employee Responsibilities**
  - Citation additions and updates.
  - WIC program Employee Responsibilities Form (57-200) must be signed at the time of initial employment AND annually thereafter.
  - If there are concerns about space for record retention of the annually signed Employee Responsibilities Form, please review Policy 426 Section 2.3.

- **625 – Risk Assessment**
  - Clarified requirements for taking height measurements on women. References to timelines of biochemical testing moved to Policy 626.
• **626 – Hemoglobin and Hematocrit Screening in WIC**
  - The timeframe of referral data for hemoglobin or hematocrit tests performed outside of WIC is no longer a maximum of 90 days old. Referral bloodwork data can be used if it meets the screening guidelines for biochemical assessment for the participant’s category outlined in 1.0. (6.0) (Appendix A: Standing Orders, Tests performed outside of WIC.)
  - **Effective date:** August 13, 2019
  - **Action needed:** Notify certifiers of the new acceptable timeline for blood tests performed by a medical provider outside of WIC.

• **627 – Procedures for Ordering HemoCue Supplies**
  - Updated the definition section with the new Hb 301 equipment and supplies.
  - Changed the ordering timelines to 3 times per year – January, May and September.
  - Added information about rotating stock when new supplies arrive so oldest supplies are used first, and to keep no more than a 4 to 6 month supply in inventory.
  - Updated repair and maintenance information to match the new contract language.
  - Removed the old order form from the appendix.

• **646 – Mid-Certification Health Assessment**
  - The timeframe of referral data for hemoglobin or hematocrit tests performed outside of WIC is no longer a maximum of 90 days old. Referral bloodwork data can be used if it meets the screening guidelines for biochemical assessment for the participant’s category. See Policy 626: Hemoglobin and Hematocrit Screening in WIC section 6.0 and Appendix A for details.

• **735 – Exchange and Handling of Returned Formula**
  - Pending USDA approval.
  - Updated to include guidelines for donating returned formula including the requirement to keep a tracking log of the formula returned.
  - **Action needed:** Review policy changes with staff.

• **880 – Referrals**
  - Policy 880 and 885 were combined and released as 880: Referrals.
  - Strengthened language requiring documentation of all referrals in TWIST.
  - Updated resource to assist local agencies provide information regarding substance use to WIC participants.

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

• **140 – Organization: Purpose and Chart**
  - Minor formatting and grammatical updates.
  - Updated mission, vision, values in appendix.

• **210 – Selection of Local Programs**
  - Updated links and details in appendix.
• **315 – Fiscal Reporting Requirements**
  - Updated Local Agency Funding Timeline
  - Put in new requirement of submitting General Ledger with quarterly revenue and expense report.
  - Minor revision/updates/wording changes.

• **611 – Income Eligibility: Determining Income Eligibility**
  - Minor language clarifications.

• **612 – Income Eligibility: Adjunct or Automatic Income Eligibility**
  - Minor language clarifications.

• **636 – Participant Notification: Ineligibility and Termination from WIC**
  - Clarifying language added.
  - Links updated.

• **641 – Documentation Requirements for Certification in the Absence of a Data System**
  - Clarifying language added.
  - Links updated.

• **670 – Overview of Risk Criteria and Priority Levels**
  - Clarifying language added

• **675 – Risk Criteria: Codes and Descriptions**
  - Policy revised with 2019 USDA Nutrition Risk updates.
  - **Effective date: October 1, 2019**
  - **Action needed:** Complete in-service by September 30, 2019.

• **1000 – Overview of Vendor Management**
  - Replaced "food instrument" with "eWIC card".
  - Added state responsibility to inform local agencies when stores in their clinic area change authorization status.

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)