

# ☺ Job Aid: One-Year Certifications and the Mid-Certification Health Assessment

**Chapter 3: Client Processes**  
**Section 8: Other Client Processes**  
**Lesson: 803 Updating Client Information Mid-Certification**

## Policy 645 – Certification Periods

- Breastfeeding women can be certified up to one year from their baby’s date of birth.
- Infants enrolled from 0 to 6 months of age will be certified until the month of their 1<sup>st</sup> birthday. Infants enrolled from 7 to 12 months of age will be certified for 6 months.
- Children will be certified for 12 months until the month of their 5<sup>th</sup> birthday.
- NE must be provided on the average of quarterly during these certification periods.

## Policy 646 – Mid-Certification Health Assessment (MCHA)

- Breastfeeding women and infants will be scheduled for a MCHA between 5 and 8 months after delivery.
- Children will be scheduled for a MCHA 6 months after the certification start date.
- An appointment request will be automatically generated by TWIST for a **MW** (mid-cert for women), **MI** (mid-cert for infants) or a **MC** (mid-cert for children).
- The MCHA is an expanded NE appointment and does not impact eligibility.
- Food benefits cannot be withheld if the MCHA is not attended or refused.

| Category/Age at Initial Certification | Timing for 2 <sup>nd</sup> NE Contact | Timing for MCHA                | Timing for Additional 2 <sup>nd</sup> NE | Timing for Recertification      |
|---------------------------------------|---------------------------------------|--------------------------------|--|---------------------------------|
| Breastfeeding woman                   | 3 - 4 months postpartum (pp)          | 6 months pp                    | 8 - 9 months pp                          | None, graduate at one year pp   |
| Infant, birth - 2 months              | 3 - 4 months of age                   | 6 months of age                | 8 - 9 months of age                      | 12 months of age                |
| Infant, 3 - 4 months                  | 4 - 6 months of age                   | 8 months of age                | 9 - 10 months of age                     | 12 months of age                |
| Infant, 5 - 6 months                  | 8 - 9 months of age                   | None                           | None                                     | 12 months of age                |
| Infant, 7 - 12 months                 | 3-4 months after cert start date      | ---                            | ---                                      | 6 months after cert start date  |
| Child, 13 - 60 months                 | 3-4 months after cert start date      | 6 months after cert start date | 8-9 months after cert start date         | 12 months after cert start date |

## Sample Nutrition Education and Multiple Month Benefit Issuance for Low Risk Infant, Breastfeeding Mother and Child

**Scenario:** Mom was on WIC while pregnant. Mom fully breastfeeds until infant begins supplemental formula at age 3 months. Mom continues to mostly breastfeed to 1 year postpartum. Mom enrolls 2 year old child the month that baby was born.

| Jan   | Feb  | Mar | Apr   | May | Jun | Jul   | Aug | Sep | Oct  | Nov | Dec | Jan  |
|---|--|-----|---|-----|-----|---|-----|-----|--|-----|-----|--|
| <b>Infant Age</b> (in months): 0  | 1  | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9  | 10  | 11  | 12   |
| <p>Baby Born</p> <p>Mom is already enrolled as WP and has benefits issued</p> | <p>Appt. Types:<br/><b>NI</b> (enroll infant)<br/><b>RP</b> (recert mom as WE)<br/><b>NC</b> (enroll child)</p> <p>During RP, mom's food package saved as WE</p> <p>Benefits issued for:<br/><br/>February<br/>March<br/>April</p> |     | <p>Appt. Type:<br/><b>GE</b> (group education)</p> <p>Group session:<br/>Introducing Solid Foods</p> <p>Infant starts supplemental formula</p> <p>Change mom to WB and baby to IB and save new food packages</p> <p>Benefits issued for:<br/><br/>May<br/>June<br/>July</p> |     |     | <p>Appt. Types:<br/><b>MI</b> (Infant Mid Cert Health Assessment)<br/><b>MW</b> (Woman Mid Cert Breastfeeding Check)<br/><b>MC</b> (Child Mid Cert Health Assessment)</p> <p>Benefits issued for:<br/><br/>August<br/>September<br/>October</p> |     |     | <p>Appt. Type:<br/><b>GE</b> (group education)</p> <p>Group Session:<br/>Family Mealtimes</p> <p>Benefits issued for:<br/><br/>November<br/>December<br/>January</p> |     |     | <p>Appt. Type:<br/><b>RC</b> (recert for infant and child)</p> <p>Mom's certification ends</p> <p>Benefits issued for:<br/><br/>February<br/>March<br/>April</p> |