



OREGON WIC PROGRAM
Income Eligibility Criteria
Effective May 1, 2014



The WIC income standard is 185% of the federal poverty level.

Number of Person(s) In Household	Gross Household Income		
	Annual	Monthly	Weekly
1	\$21,590	\$1,800	\$416
2	\$29,101	\$2,426	\$560
3	\$36,612	\$3,051	\$705
4	\$44,123	\$3,677	\$849
5	\$51,634	\$4,303	\$993
6	\$59,145	\$4,929	\$1,138
7	\$66,656	\$5,555	\$1,282
8	\$74,167	\$6,181	\$1,427
Each additional household member add:	+ \$7,511	+ \$626	+ \$145

Household: A person or group of people, related or not, who usually (though not necessarily) live together, and whose income and consumption of goods or services are related and who are not residents of an institution. The key consideration in determining when individuals or groups are a household (or economic unit) is whether they generate the income which sustains them, i.e., room, board and medical care. When determining a household size, count all pregnant women as two, or more, for expected multiple births, unless a woman specifically waives the increase in number.

Income: means gross income, including overtime, before deductions for income taxes, employees' social security taxes, insurance premiums, bonds, etc. The determination of the amount of a household's gross income shall not be considered reduced for any reason (e.g., financial hardships, medical bills, child support).



SECTION: Certification
SUBJECT: PROVIDING WIC SERVICES DURING HOME VISITS
DATE: April 14, 2014 (*new*)

POLICY: WIC services provided during home visits will meet the same criterion as activities that take place in the WIC clinic.

PURPOSE: To assure that WIC services are delivered appropriately when completed outside of the WIC clinic setting.

RELEVANT REGULATIONS: §246.7—Certification of participants

OREGON WIC PPM

- ◆440—Staff Training Requirements
- ◆595—Separation of Duties
- ◆600—Certification Introduction and Overview
- ◆610—Required Proofs – Identity, Residency, Income
- ◆611—Income Eligibility: Determining Income Eligibility
- ◆625—Nutrition Risk Assessment
- ◆620—Certification and Issuing Benefits to Co-workers, Relatives and Friends
- ◆635—Participant Notification: Eligibility and Rights & Responsibilities
- ◆640—Documentation Requirements for Certification in TWIST
- ◆641—Documentation Requirements for Certification in the Absence of TWIST
- ◆660—Competent Professional Authority (CPA): Requirements
- ◆661—Competent Professional Authority (CPA): Appropriate Counseling for Risk Levels
- ◆670—Overview of Risk Criteria and Priority Levels
- ◆713—Breastfeeding: Use of Supplemental Formula
- ◆810—Nutrition Education: Making Nutrition Education Available
- ◆820—Nutrition Education: Participant Contacts
- ◆821—Nutrition Education: Telephone Contacts for High Risk Participants with the RD
- ◆830—Nutrition Education: Documentation
- ◆885— Other Referrals: Required and Recommended

DEFINITIONS: *Home visit* Delivery of services to an individual in the residence of that individual.

BACKGROUND: A number of health department programs deliver services in the home. Incorporating WIC certifications and follow up activities into these visits can be convenient for participants and support the work of visiting staff.

PROCEDURE:

Certification criterion 1.0 Local WIC agencies must follow WIC program requirements, policies and procedures as described in USDA regulations and the Oregon Policy and Procedure manual regardless of the location where the services are delivered. See ◆600—Certification Introduction and Overview.

Providing WIC Services During Home Visits, *cont.*

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| <i>Non WIC staff</i> | 1.1 | Certifications must be completed by a qualified Competent Professional Authority (CPA). See ♦660—Competent Professional Authority (CPA): Requirements. Health professionals who are non-WIC staff and who meet CPA qualifications may conduct certifications in a participant’s home once the required CPA training modules have been completed. Health professionals may test out of required training modules as determined appropriate by the local agency training supervisor. Non-WIC health professionals may provide second nutrition education contacts in the home without meeting full CPA requirements. See ♦440—Staff Training Requirements. |
| <i>Proofs</i> | 1.2 | When a certification is completed during a home visit, proof of income, identity and residency must be screened in the same manner as when the certification is completed in the WIC clinic. See ♦610—Required Proofs and ♦611—Determining Income Eligibility. |
| <i>Participation notification</i> | 1.3 | Applicants, participants and caretakers must be informed of their rights and responsibilities during home certifications. A copy of “ <i>My Rights and Responsibilities</i> ” needs to be offered at each certification and the “ <i>Participant Signature Form</i> ” needs to be signed and dated to indicate receipt and agreement with the information provided. Completed signature forms must be returned to the WIC clinic for the required retention period. See ♦635—Participant Notification: Eligibility and Rights & Responsibilities. |
| <i>Risk Assessment</i> | 1.4 | Participants must be screened for nutrition risk prior to receiving benefits. Accurate and complete anthropometric, biochemical, dietary, and health information must be gathered by home visiting staff for evaluation. Data from health care providers can be used to avoid duplication of medical procedures. See ♦625—Nutrition Risk Assessment and ♦670—Overview of Risk Criteria and Priority Levels. |
| <i>High risk referral</i> | 1.5 | High risk participants must be referred to the RD/WIC Nutritionist for at least one contact per certification period. See ♦661—Competent Professional Authority (CPA): Appropriate Counseling for Risk Levels. Telephone contacts by the RD may be used to provide second nutrition education to high risk participants who are receiving services in the home and are unable to come to the WIC clinic due to medical reasons. See ♦821—Nutrition Education: Telephone Contacts for High Risk Participants with the RD. It is recommended that consultation with the RD occur for all high risk participants who receive services in the home to assure appropriate coordination of care. |

Providing WIC Services During Home Visits, *cont.*

- Nutrition education* 1.6 Nutrition education must be offered during the home certification process. The nutrition education provided should match the participant's need and interests. See ♦820—Nutrition Education: Participant Contacts. Home visits where nutrition education and follow up are provided during a certification period may be counted as second nutrition education contacts. See ♦810—Nutrition Education: Making Nutrition Education Available.
- Referrals* 1.7 Mandatory referrals to OHP will be made when certifications are completed in the home. See ♦885—Other Referrals: Required and Recommended.
- Documentation* 2.0 Documentation of services provided during home visits must be entered into the participant's record in TWIST. Data entry and benefit issuance should be completed within 48 hours of the visit. Information may be gathered electronically and entered directly into TWIST on site or gathered manually by using a form such as the Certification Data Entry Document http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/615_cert_ded.pdf or an alternate form developed by the local agency. Documentation requirements for home visits are the same as contacts that occur in the WIC clinic. See ♦640—Documentation Requirements for Certification in TWIST and ♦641—Documentation Requirements for Certification in the absence of TWIST.
- 2.1 The participant's record must reflect the date of the contact, who conducted the visit and who entered the data if data entry is completed by someone other than the staff who conducted the visit. See ♦830—Nutrition Education: Documentation.
- Benefit Issuance* 3.0 Benefits may not be provided until the certification or second nutrition education contact in the home has been completed and entered into TWIST. A staff member other than the home visitor who conducted the certification needs to issue benefits to assure separation of duties. See ♦595—Separation of Duties.
- 3.1 Home visiting staff may not take on the role of a primary or secondary shopper for a WIC participant. In the situation where the participant is a friend or family member of the home visitor, WIC services may not be provided by the visiting staff. See ♦620—Certification and Issuing Benefits to Co-workers, Relatives and Friends.
- 3.2 Shopper education must be provided when benefits are issued. This information may be provided during the home visit by visiting staff, in the WIC clinic by WIC staff, or by mail and phone as appropriate for the participant's situation. See ♦635—Participant Notification: Eligibility and Rights & Responsibilities.

Providing WIC Services During Home Visits, cont.

(Benefit Issuance)

- 3.3 Vouchers may be picked up in the clinic, mailed according to agency policy or delivered to a participant's home. A tracking method needs to be in place when vouchers are delivered to a participant's home to assure that benefits reach the eligible participant. Information to be tracked includes who is responsible for delivery, the date of delivery and confirmation of receipt of delivery.
- 3.4 Issuance of formula is not allowed for breastfeeding infants less than one month of age. Review ♦713—Breastfeeding: Use of Supplemental Formula for guidance on supporting breastfeeding mothers who request formula.

Written Procedure

- 4.0 A written local agency procedure policy is required to identify procedures for providing WIC services in the home when this option is made available by the local agency. The procedure needs to address the following items:

- How home visits will be scheduled
- Who will conduct home visits
- Who will assure that home visitors are appropriately trained
- Who will assure that home visitors receive appropriate updates on policies or procedures
- How visit documentation will be entered in TWIST
- How RD referrals and follow up will be handled
- How future appointments will be identified
- How benefit issuance will occur
- How vouchers will be tracked if delivered to the participant ★

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