
SECTION: CERTIFICATION

SUBJECT: Eligibility Requirement

ITEM: Overview Nutrition Assessment Requirements for All Categories

Purpose

To determine eligibility of the applicant by providing a complete nutrition assessment which serves as the basis for all subsequent nutrition services.

Policy

The WIC program requires that qualified staff use appropriate assessment tools to perform a complete nutrition assessment (See Definitions). Qualified staff is required to identify at least one indicator of nutrition need for each applicant in order to qualify for benefits.

Required Procedures

- I. Qualified staff shall:
 - A. Conduct a complete nutrition assessment at certification to determine the applicant's nutrition need.
 - B. Evaluate the applicant's nutrition status to identify their indicators of nutrition need based on approved criteria:
 1. Anthropometric (height/length and weight measurements),
 2. Biochemical (laboratory blood test results),
 3. Clinical (health, medical conditions, nutrition status, and social factors),
 4. Dietary (food intake).
 - C. Use the certification screens in the Integrated Statewide Information System (ISIS) for each applicant category to assess health, determine indicators of nutrition need and document:
 1. the nutrition assessment information beginning with the appropriate "Health Information" screen,
 2. pregnancy information on the "Pregnancy Outcome" screen in cases where a woman changes from the pregnancy category to the breastfeeding or non-breastfeeding category, or newborn enrollment, and
 3. anthropometric, biochemical, clinical, and dietary codes identified during assessments throughout the certification process on the "Summary" screen.

D. Use the following data for certification:

1. anthropometric (height/length and weight) and biochemical data (Hemoglobin/Hematocrit) from a referral form or a medical/clinical record provided via computer access, fax or verbally.
 - a. Verbal anthropometric and biochemical data provided by the applicant are not allowed.
 - b. Exception: If the pre-gravid weight is not available by means described in “a” above, qualified staff shall obtain a verbal pre-gravid weight from the applicant for the purpose of assessing weight gain/loss and document in ISIS.
If in a subsequent appointment, a pre-gravid weight from a medical/clinical source becomes available, the Prenatal Weight screen shall be updated.
2. the applicant’s self-reported clinical and dietary conditions. Self-reporting of a diagnosis by a medical professional shall not be confused with self-diagnosis, where a person simply claims to have or to have had a medical condition without any reference to professional diagnosis. A self-reported medical diagnosis (“My doctor says that I have/my son or daughter has...”) should prompt the LA to validate the presence of the condition by asking more pointed questions related to that diagnosis.

E. Use the Standard Forms for Nutrition Assessment of WIC Applicants (at the end of this policy). State Agency approved alternative form to perform nutrition assessments on all categories.

1. When using the Nutrition Questionnaires (NQ), bold questions shall be answered and a dietary risk shall be documented in ISIS. If required hemoglobin/hematocrit results have not been received, the risks “Dietary Guidelines Not Met” (D401) and “Dietary Risk Associated with Complementary Foods” (D428) shall not be allowed to be used if there is no other identifiable qualifying risk.
2. For more information on using the NQ go to:
<http://www.cdph.ca.gov/programs/wicworks/Pages/WICTrainingNutritionQuestionnaire.aspx>

Resources

Job Aid 960-01, Flowchart and If/Then Table: [Determining Program Eligibility Based on Nutrition Risk Assessment and Presence of Hematological Test Result at Certification](#)

Standard Forms for Nutrition Assessment of WIC Applicants

Form Number	Form Name	Description
PM 247	WIC referral form for pregnant, postpartum, breastfeeding women	Referral forms shall include the following: <ul style="list-style-type: none"> • anthropometric measurements with date, • biochemical values with date, • health care provider comments regarding physical/medical status, if applicable, and • Signature of health care provider.
PM 247A	WIC Pediatric Referral form for infants and children, or <ul style="list-style-type: none"> • Information from hospital (crib card, birth certificate), or For all categories: <ul style="list-style-type: none"> • Medical/clinic record , or • Measurements obtained in the WIC office. 	
CDPH 4153	Breastfeeding/Postpartum Woman Nutrition Questions	Used for breastfeeding and non-breastfeeding women.
CDPH 4154	Pregnancy Nutrition Questions	Used for prenatal women
CDPH 4155	Baby Nutrition Questions (Birth-5 months)	Used for infants up to 5 months
CDPH 4157	Baby/Child Nutrition Questions (6-23 months)	Used for infants 6-11 months and children age 12-23 months.
CDPH 4156	Child Nutrition Questions (2-4 years)	Used for children age 2-4 years

Authority

7 CFR 246.7 (e)
Value Enhanced Nutrition Assessment (VENA)

Definitions

Certification - includes both enrollment (initial) and subsequent certifications.

Complete nutrition assessment is defined as assessing for Anthropometric (A), Biochemical (B), Clinical (C) and Dietary (D) nutritional need.

Indicators of nutrition need are health problems or habits which put the applicant's health at risk and which may be improved by the applicant participating in the WIC Program. They may be categorized as anthropometric, biochemical, clinical and/or dietary.

Qualified Staff - includes the Registered Dietitian (RD), Registered Dietitian, Eligible (REN), Dietetic Technician Registered (DTR), Degreed Nutritionist (DN), Master Degreed Nutritionist (MDN), WIC Nutrition Assistant, (WNA), Registered Nurse (RN), Physician Assistant (PA) and Physician (MD).