
SECTION: CERTIFICATION

SUBJECT: Information Provided by the Local Agency at the time of Certification

ITEM: WIC Participant Rights and Responsibilities

Policy

Local agency staff shall, at enrollment and each subsequent certification, have the participant or parent/caretaker of the participant, read or have read to them, the rights and responsibilities of a WIC Program participant.

Required Procedures

- I. The local agency shall at the enrollment and each subsequent certification appointment:
 - A. Allow time for the participant, parent or caretaker to read the *Rights and Responsibilities (R&R)* form, or read it to them;
 - B. In areas of the state with the Commodity Supplemental Food Program (CSFP), ask the participant if they are participating in the CSFP;
 - C. Enter the current date and ISIS Family/Individual ID number on the *R&R* form;
 - D. Obtain the participant, parent or caretaker's signature on the *R&R* form to document that they received and understand their rights and responsibilities;
 - E. Provide the participant a copy of the signed *R&R* form, if requested;
 - F. File the signed and dated *R&R* form bearing the ISIS Individual/Family ID number in the local agency's daily file; and
 - G. Retain the signed and dated *R&R* form for three years, or until all issues related to any litigation, claim, negotiation, audit, or other action involving the participant, parent or caretaker is resolved, whichever is later.
- II. At the **initial enrollment** appointment only, the local agency shall also **provide** the participant, parent or caretaker with the *Welcome to WIC – What You Need to Know* pamphlet and explain that a copy of the *R&R* form is contained in the pamphlet.

- III. At each **subsequent certification** appointment, local agency staff shall also **offer** the participant, parent or caretaker a copy of the *R&R* form or another *Welcome to WIC – What You Need to Know* pamphlet.

Authority

7 CFR 246.7(i)(10)&(j); 7 CFR 246.9(c)&(e)&(g); 7 CFR 246.12(u)(4)
Title 22 CCR 40681, 40693, and 40813