

SECTION: CERTIFICATION

SUBJECT: Specific Requirements for First Time Certification Only

ITEM: Issuance of WIC Identification Folder

Policy

The local agency shall issue one "WIC Identification Folder" (WIF) to each family of WIC participants.

Authority

7 CFR 246.7 (l)(2)
7 CFR 246.12 (l) and (o)
WRO Policy Memo 803-AI

Description

The WIF is the WIC family's identification used at WIC appointments and at the WIC authorized vendor when cashing WIC food instruments (FIs). It is designed to hold the FIs generated by ISIS and contains the WIC identification number, participant's signature, and date and time of their next appointment.

Procedure

The local agency shall:

- A. issue a WIF to the participant or parent/caretaker of an infant or child enrolled in the WIC program;
- B. record the ISIS generated family ID number on the WIF;
- C. record the name and individual ID number of each family member in the family's WIF; and
- D. have the participant sign the WIF in their presence.