

JOB AID

Method 1

The LA staff person who determines income eligibility cannot be the same staff person who completes the nutritional risk assessment. Either staff or any other staff may issue the WIC Card and appropriate food benefits.

Scenarios	Determines income eligibility	Determines nutritional risk	Issue Food benefits	Acceptable?
#1	A	B	A	OK
#2	A	B	B	OK
#3	A	B	C	OK
#4	A	A	A	OK with record review

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Method 2

The LA staff person who determines eligibility for all certification criteria cannot be the same staff person who issues food benefits for the participant. Either staff or any other staff may issue the WIC Card.

Scenarios	Completes all Certification Criteria	Issue Food benefits	Acceptable?
#1	A	B	OK
#2	A	A	OK with record review