Purpose:
To minimize fraud and maintain program integrity during certification process. Furthermore, the policy is intended to eliminate the burden of responsibility placed on local agency (LA) staff to make a visual determination of an individual's pregnancy status.

Policy:
LAs must obtain proof of pregnancy for all individuals seeking certification in the pregnant category, regardless of whether or not the individual is visibly pregnant. The LA must allow 60 days from the initial certification appointment for an individual to provide an approved source of proof of pregnancy.

Procedure(s):
I. Proof of Pregnancy
   A. Approved sources of proof of pregnancy may be provided in physical or electronic (emails, cell phones, tablets, etc.) format. Acceptable sources of proof of current pregnancy:
      1. Prenatal appointment notice with participant's name or presumptive eligibility.
      2. Medical records or hospital discharge papers stating pregnancy.
      3. Positive pregnancy noted on prescription pad from health care clinic or pregnancy verification letter from a health care provider.
      4. Medical Referral Form or prenatal blood work request form with participant's name and date.
      5. Prenatal Genetic Screening test referral.
      6. Ultrasound pictures with name and date.
      7. Prescription for prenatal vitamins.
      8. Verification of Certification (VOC).

II. Requesting Proof of Pregnancy
   A. At the initial certification appointment and during/throughout the first 60 days of certification, LA staff must:
      1. Single issue food instruments until proof is shown.
      2. Make every attempt to remind and convey to the individual that proof must be established.
      3. Discuss and emphasize the fact that failure to provide proof within 60 days will constitute a disqualification from the WIC program and benefits will cease.
III. WIC MIS Documentation of Proof of Pregnancy
   A. LA staff must record the type of document viewed as proof of pregnancy on the WIC management information system (WIC MIS) “Health Information – Prenatal” or “Prenatal Summary” screen using the appropriate documentation code.

IV. Applicants/Participants Lacking Proof of Pregnancy
   A. If an applicant/participant fails to bring acceptable proof of pregnancy when required, the agency must:
      1. Certify or recertify the applicant/participant.
      2. Place an “N” (Documentation Unavailable at Certification) code for the Proof of Pregnancy on “Health Information – Prenatal” or “Prenatal Summary” screen in WIC MIS. The WIC MIS will automatically place a pregnancy hold.
      3. Clearly inform the applicant/participant of the necessary documents needed.
      4. Schedule a new appointment within 30 days.
      5. Issue only one month of food instruments.
   B. If an applicant/participant returns with the approved documentation within 30 days and is found eligible, proof of pregnancy must be documented at the “Prenatal Summary” screen using the appropriate documentation code. The “E” hold will automatically be removed. The certification period shall begin with the month food instruments were initially issued.
   C. If an applicant/participant fails to return with the documentation within 30 days the LA must:
      1. Leave the “N” code for Proof of Pregnancy.
      2. Extend the hold to the following month for Proof of Pregnancy on the “Family Holds” screen.
      3. Clearly inform the applicant/participant of the necessary documents needed.
      4. Schedule a new appointment within 30 days.
      5. Issue only one month of food instruments.
   D. Follow B. above if an applicant/participant returns with the approved documentation within 30-60 days after certification.

V. Loss of Pregnancy When Initial Proof has not been Established
   A. If an applicant/participant fails to bring acceptable proof of pregnancy and experiences loss of pregnancy (stillbirth, miscarriage, neonatal death, abortion) while waiting for proof of pregnancy the LA must:
      1. Complete “Pregnancy Outcome” through “Certification Menu” in WIC MIS.
      2. Recertify participant into the non-breastfeeding category.
3. Place “O” hold on the “Family Holds” screen for proof of loss and document reason in “Family Comments”.
4. Clearly inform the applicant/participant of the necessary documents needed.
5. Schedule a new appointment within 30 days.
6. Issue only one month of food instruments.

B. If an applicant/participant fails to return with the documentation within 30 days the LA must:
   1. Extend the “O” hold to the following month on the “Family Holds” screen.
   2. Clearly inform the applicant/participant of the necessary documents needed.
   3. Schedule a new appointment within 30 days.
   4. Issue only one month of food instruments.

VI. Exceeding 60 days with No Proof of Pregnancy or Loss

A. If no documentation is provided after 60 days, the LA must disqualify an individual from participation during the certification period. LA staff must complete and issue an individual a Notice of Action Affecting WIC Program Applicants (CDPH 4134). The CDPH 4134 serves as both the written notice and the notice of the right to a fair hearing. The LA must:
   1. Place “06” (Documentation not adequate to certify eligibility) for the “Disqualify Code” on the “Assign Disqualify Code – Individual” screen.
   2. Place a “0” for the “Months of FIs” to be issued on the “Assign Disqualify Code – Individual” screen.
   3. Issue CDPH 4134, Notice of Action Affecting WIC Program Applicants, to the applicant/participant.

B. If an individual has been issued a CDPH 4134 and returns with proof of pregnancy, the LA must certify the pregnant woman.

C. If an individual has been issued a CDPH 4134 and returns with proof of loss, the LA must certify the woman in the non-breastfeeding category.

AUTHORITY:
7 C.F.R. §246.7(c) Eligibility criteria and basic certification procedures
22 C.C.R. §40671 Requirements for Certification
Health & Safety Code §123280

CROSS-REFERENCE:
WPPM 200-01 Eligibility Requirements
WPPM 280-20 Criteria for Disqualification