CERTIFICATION WPPM #270-30.1
Subject: Specific Requirements for First Time Certification Only
Item: Replacement of WIC Identification Folder

PURPOSE:
To outline the steps a local agency (LA) must take when replacing a WIC Identification Folder (WIF).

POLICY:
I. A LA must issue a replacement WIF to the participant or parent/caretaker of an infant or child participant when a participant reports their WIF has been lost, stolen or destroyed, upon verification of the participant’s identity.

PROCEDURE(S):
I. The LA must:
   A. Issue a WIF to the first participant or parent/caretaker of an infant or child participant enrolled in the WIC program.
   B. Record the WIC MIS generated family ID number on the WIF.
   C. Record the name and individual ID number of each family member in the family’s WIF.
   D. Have the participant sign the WIF in the presence of LA staff.

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