

CERTIFICATION

WPPM #270-30

Subject: Specific Requirements for First Time Certification Only

Item: Issuance of WIC Identification Folder

PURPOSE:

The WIC Identification Folder (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 WIC MIS and contains the WIC identification number, participant's signature, and date and time of their next appointment.

POLICY:

- I. The local agency (LA) must issue one WIF to each family of WIC participants.

PROCEDURE(S):

- I. The LA must:
 - A. Issue a WIF to the participant or parent/caretaker of an infant or child 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 their presence.

AUTHORITY:

[7 CFR §246.7\(l\)\(2\)](#)

[7 CFR §246.12\(l\) and \(o\)](#)

WRO Policy Memo 803-AI.