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A

- **Alcohol and Drug Abuse referral** is the referral to treatment programs, clinics, counselors, or other drug abuse professionals, and the provision of educational materials related to alcohol and drug use.
- **American Indian or Alaska Native** is an individual with origins in any of the original peoples of North, Central, and South America, including, for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya.
- **Annual income** is defined as the total cash income before taxes, from all sources (i.e., gross income), received by all members of the household at different frequencies throughout the last 12 months, and converted to an annual amount by WIC WISE.
- **Anticipatory guidance** is the counseling technique in which healthcare professionals provide parents or caregivers with information about healthy lifestyle practices for decision-making that promotes injury and disease prevention.
- **Applicants** are pregnant, breastfeeding, or postpartum individuals, infants, and children under age 5 who are applying to receive WIC benefits. Applicants include individuals who are currently participating in the program but are re-applying because their certification period has expired.
- **Asian** is an individual with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, and Japanese.

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B

- **Biochemical results** include hemoglobin, hematocrit, or lead screening test values, also known as blood work.

- **Black or African American** is an individual with origins in any of the Black racial groups of Africa, including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.
- **Breastfeeding category** is a participant up to one year following the end of pregnancy, who is breastfeeding, chestfeeding, and/or providing their breastmilk to their infant on the average of at least once per day. This definition includes chestfeeding in the WPPM. Breastfeeding category includes:
 - I. Fully Breastfeeding is a breastfeeding participant whose infant does not receive food benefits for formula from the WIC Program.
 - II. Breastfeeding Partially Mostly is a mostly breastfeeding participant whose infant does not receive more than the maximum amount of formula allowed for partially breastfed infants.
 - III. Breastfeeding Partially Some is a partially breastfeeding participant whose infant is receiving more than the maximum amount of formula allowed for a mostly breastfed infant. The participant's certification continues past six months, up to one year, as long as the participant's breastmilk is provided to an infant. The participant's food benefits will be the same as a non-breastfeeding participant. The participant will not receive food benefits after the sixth month from the delivery date. As long as the participant continues to provide breastmilk, they will be considered an active WIC participant with other program benefits such as breastfeeding support and nutrition education.
- **Breastfeeding Peer Counseling (BFPC) Program** is based on the USDA WIC Breastfeeding Model Components for Peer Counseling. The BFPC Program utilizes peers to encourage and support WIC participants to breastfeed their infants via a peer-to-peer connection. The BFPC Program is an enhancement to the WIC Program breastfeeding services and support.

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- **California Children's Services (CCS)** is a program that covers specific medical services and equipment provided by CCS-approved specialists for children with certain physical limitations and chronic health conditions or diseases.
- **California Immunization Registry (CAIR)** is California's statewide immunization registry network.

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- **Card stock** is a box(es) of WIC Cards intended for electronic food benefit issuances activated through WIC WISE.
 - **Caretaker** is an individual designated by a participant or family representative to act on their behalf and documented in WIC WISE. The caretaker may be the other parent or a person who has detailed knowledge of the nutrition, health, breastfeeding status, and family history of the participant(s).
 - **Cash-value benefit (CVB)** is a fixed-dollar amount included with WIC food benefits that can be used by a participant to obtain authorized fruits and vegetables.
 - **Certification** is the implementation of criteria and procedures to assess and document each applicant's eligibility for the WIC program. This includes initial certification and recertifications.
 - **Chestfeeding** is an inclusive term or alternate description for the act of feeding a baby milk from the chest, often referred to as breastfeeding. Individuals who chestfeed provide their chestmilk to their infant. It is an implied alternate description of breastfeeding in the WPPM.
 - **Child abuse** at the minimum, is any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation, or an act or failure to act which presents an imminent risk of serious harm. Please refer to federal law [42 U.S.C. 5101](#) for more information on child abuse.
 - **Child(ren)** are persons who have had their first birthday but have not reached the fifth birthday.
 - **Children's Presumptive Eligibility (CPE)** allows certain health care providers to approve temporary health coverage for eligible child applicants using an electronic application and is based on their family's self-attestation of facts. CPE provides immediate temporary, full-scope benefits on a fee-for-service basis for up to 60 days for those who qualify.
 - **Combination feeding** is meeting an infant's nutritional needs with breastmilk and formula.
 - **Competent Professional Authority (CPA)** is a local agency staff member authorized to determine nutritional risk and prescribe supplemental foods. This includes the Registered Dietitian (RD), Registered Dietitian Eligible (RDE), Registration Eligible Nutritionist (REN), Dietetic Technician Registered (DTR),
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Degreed Nutritionist (DN), Mastered Degreed Nutritionist (MDN), WIC Nutrition Assistant (WNA), Registered Nurse (RN), Physician Assistant (PA), and Physician (MD).

- **Confer** is the method for verifying adjunct eligibility by the CalWORKs eligibility of another family member or by Medi-Cal eligibility of pregnant or infant family member who is not currently participating in the WIC program.
- **Confidential information** is any information about an applicant or participant, whether it is obtained from an individual, another source, or generated as a result of contact with WIC, that individually identifies an applicant, participant, or family member(s).
- **Contact** is a session meeting the requirements of the specific program to provide nutrition education or breastfeeding services to a participant (note: based on program specific rules and requirements apply).
- **Contract** is an enforceable written agreement between two or more competent parties, with the elements of the contract being offer, acceptance, consideration, compliance with all applicable terms and conditions.
- **Contract formula** is all standard cow milk- and/or soy-based infant formulas produced by the manufacturers awarded the infant formula rebate contracts and issued under those contracts. A list of WIC contract formulas can be viewed on the CA WIC Infant Formula webpage.
- **Critical thinking skills** is the process of gathering and organizing information to evaluate and prioritize it appropriately. As part of the nutrition assessment process, these skills allow staff to collect all the necessary information before deciding upon the best course of action.
- **Current income** is defined as the total cash income before taxes, from all sources (i.e., gross income), received by the household during the month (28-31 days) prior to the date the application for WIC benefits is made.

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D

- **Documented immunization record** is defined as a record (digital or paper) which provides a history of all vaccines received by an individual and in which the actual vaccination dates are recorded. This includes the paper immunization record (from the provider), i.e., the yellow "California Immunization Record" (PM

298/IMM-75), an immunization registry (CAIR), an automated data system, or a client chart (digital or paper copy).

- **Drugs** are natural or synthetic substances that can have a physiological effect when introduced to the body. Drugs can include alcohol, prescription medications, over-the-counter drugs, controlled substances, and controlled substance analogues. Refer to federal law [21 U.S.C. 802](#) for more information on substances.

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E

- **Electronic contact** is providing nutrition education using telehealth or electronic media, including computer-based technology, such as kiosks, computer software, and internet media.
- **Emergency and/or disaster situation** is an event that threatens to or has already interrupted the provision of WIC services to participants for more than 24 hours. Examples of these types of events include:
 - A. Natural disasters or catastrophes such as floods, wildfires, or earthquakes;
 - B. Criminally induced emergencies such as shootings, bombings, bomb threats, or arson; and
 - C. Systemic emergencies such as electrical power failures, noxious gas leaks, and toxic waste leaks.
- **Employee Fraud and Abuse** is the intentional conduct of a State or WIC local agency employee that violates program regulations, policies, or procedures including but not limited to, misappropriating or altering food benefits or cash-value benefits, entering false or misleading information in participant case records, or creating a fictitious participant record in WIC WISE.

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F

- **Family Representative** is an individual, assigned in WIC WISE, who receives the WIC food benefits and performs all requirements on behalf of themselves, infants, and child(ren) participants. This can be a pregnant or postpartum

applicant, natural or adoptive parent, foster parent, or a non-parental adult with temporary or permanent guardianship of an infant or child.

- **Fixed (permanent) site** is a site that is solely designated for WIC services (e.g., a room or suite of rooms in a health center or business mall).
- **Food Delivery System** is the method used by state and local agencies to provide supplemental foods to participants.
- **Food instrument (FI)** is the WIC Card, which is used by a participant to obtain supplemental foods.
- **Food Package or Food Prescription** is a combination of WIC-authorized foods that are issued to a participant based on the participant's category, age, and nutritional need.
- **Full-time site** is defined as a site that is open 32-40 hours per week or more.

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H

- **High risk** is a designation of a participant based on the nutrition risk condition(s). A participant designated as "high risk" is identified through biochemical results, anthropometric measurements, or other nutritionally related medical issues. The nutrition services associated with "high risk" include a care plan and the provision of nutrition services by a registered dietitian or dietitian nutritionist (or other professional).
- **Hispanic or Latino** is an individual of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin.
- **Homeless** is defined as an applicant/participant who:
 - A. Lacks a fixed and regular nighttime residence, or
 - B. Has a primary nighttime residence that is:
 1. a public or private shelter, including a welfare hotel, a congregate shelter, or a shelter for domestic violence designated to provide temporary living accommodation,
 2. an institution that provides temporary residence for individuals intended to be institutionalized,

3. a temporary accommodation of not more than 365 days in the residence of another individual, or
 4. a public or private place not designated for, or ordinarily used as, a regular accommodation for human beings.
- **Household Size** is defined as the family unit/size, which is a group of related or non-related individuals who live together as one household/economic unit. These individuals share income and consumption of goods or services.

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I

- **Income** for the purposes of WIC means gross cash income before deductions for income taxes, employees' social security taxes, insurance premiums, bonds, etc., from all sources, received by all members of the household.
- **Independent research** regardless of funding source, includes research activities, as well as the drafting or creation of articles, reports, and/or other materials, that are not necessary for the performance of the WIC Local Agency Agreement and are conducted and/or produced by the local agency using data obtained directly from WIC applicants or participants, WIC staff, and/or WIC vendors through a variety of means, including but not limited to surveys, focus groups, and/or interviews, or indirectly using the CDPH/WIC authorized management information system.
- **Infant** is a person under 1 year of age, including the breastfed infant of a breastfeeding participant.
- **In-state transfer** is the reassignment of a certified participant from one local agency to another within California.
- **Intent** is when a participant deliberately commits or willfully engages in a participation violation and is presumed to intend the result of that action if the result was substantially certain to occur.
- **Issuance:**
 - A. Single Issuance is providing food benefits to the participant for the current month.
 - B. Double Issuance is providing food benefits to the participant for the current month and the next month.

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- C. Triple Issuance is providing food benefits to the participant for the current month and the two following months.

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L

- **Legitimate purpose** is a fully justified written request made by a person or organization to view specific non-confidential WIC record(s) for which there is a general public interest or reason to view such records.
- **Local agency** is:
 - A. A public or private, nonprofit health or human service agency that provides health services, either directly or through contract,
 - B. An Indian Health Service (IHS) unit;
 - C. An Indian tribe, band, or group recognized by the Department of the Interior which operates a health clinic or is provided health services by an IHS service unit; or
 - D. An intertribal council or group that is an authorized representative of Indian tribes, bands, or groups recognized by the Department of the Interior, which operates a health clinic or is provided health services by an IHS service unit.

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M

- **Managed care plans (MCPs)** are a type of health insurance that contracts with healthcare providers and medical facilities to provide care for health insurance members at negotiated reduced costs. There are three types of managed care plans: health maintenance organizations (HMO), preferred provider organizations (PPO), and point of service (POS).
- **Mandated reporter** is a person who is required by law to report suspected or known instances of child abuse or neglect to the proper authorities. This includes all WIC employees who have direct contact with participants or applicants, or have reasonable suspicion through other channels, while performing WIC functions and duties.
- **Medical documentation** is a determination by a licensed health care provider authorized to write medical prescriptions under state law that the participant has

a qualifying medical condition that dictates the use of WIC supplemental foods, and/or therapeutic formula(s) because the use of conventional foods is precluded or restricted.

- **Medi-Cal Managed Care (MMC)** refers to healthcare services provided through established networks of organized systems of care that emphasize primary and preventive care.
- **Medi-Cal Rx** is a program that provides prescription drug coverage and related services to all individuals enrolled in Medi-Cal. The program supports cost savings for drug purchases made by the state, standardizes pharmacy benefits statewide for Medi-Cal members, and improves overall access to pharmacy services by utilizing a broader fee-for-service delivery system.
- **Medical supervision** is ongoing medical oversight and instruction for the dietary management of the participant's health conditions identified by the participant's health care provider.
- **Middle Eastern or Northern African** is an individual with origins in any of the original peoples of the Middle East or North Africa, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli.
- **Migrant farmworkers** and their family members are defined by federal regulation as individuals whose principal employment (over 50 percent) is in agriculture on a seasonal basis, who have been so employed within the last 24 months, and who establish a temporary residence for the purpose of such employment.
- **Mobile site** is a site that is inside a mobile van or other vehicle.

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N

- **Native Hawaiian or Other Pacific Islander** is an individual with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese.
- **Non-breastfeeding category** is a participant that is meeting an infant's nutritional needs with only infant formula. This includes postpartum participants up to 6 months after the end of a pregnancy due to perinatal loss or adoption.

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- **Nutrition assessment** is the process of collecting and prioritizing relevant information to identify risks using approved assessment tools in order to offer learner-centered education to the participant. This process also includes documenting the contact and following up as needed to monitor progress and promote continuity of care.
 - **Nutrition education** is an individual or group sessions using various delivery mediums and materials designed to improve health status and achieve positive change in dietary, physical activity habits and health that meet the cultural preferences of the individual.
 - **Nutrition risk** is defined as:
 - A. Detrimental or abnormal nutritional conditions detectable by biochemical or anthropometric measures;
 - B. Other documented nutritionally related medical conditions;
 - C. Dietary deficiencies that impair or endanger health;
 - D. Conditions that directly affect the nutritional health of a person, including alcoholism or drug abuse; or
 - E. Conditions that predispose persons to inadequate nutritional patterns or nutritionally related medical conditions, including, but not limited to, homelessness and migrancy.
 - **Nutrition services** are services provided to participants to improve nutritional status including supplemental food, nutrition education, referral to needed services, and breastfeeding support and education appropriate for the category and age of the participant.
 - **Nutrition tailoring** is the customization of the WIC food package, based on a complete nutrition assessment, by making substitutions, reductions, and/or eliminations to the supplemental food type or form to accommodate special dietary needs, cultural practices, and/or personal preferences. The provision of less than the maximum monthly allowances (MMA) of supplemental foods to a participant is appropriate only when:
 - A. Medically or nutritionally warranted (e.g., to eliminate a food due to a food allergy);
 - B. A participant refuses or cannot use the maximum monthly allowances, or chooses to take less than the maximum monthly allowance; or
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- C. The quantities necessary to supplement another program's contribution to fill a medical prescription would be less than the maximum monthly allowances.

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O

- **Other harmful substances** include tobacco, prescription drugs, and over-the-counter medications that may be harmful to the health of the WIC population, especially pregnant individuals and fetuses.
- **Out-of-state transfer** is the reassignment of a certified participant into California from another state, or out of California to another state.
- **Overseas transfer** is the reassignment of a certified participant into California from the WIC Overseas Program, or to the WIC Overseas Program from California.

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P

- **Paraprofessionals** are individuals without extended professional training in health, nutrition, or the clinical management of breastfeeding who are selected from the group to be served and are trained and given ongoing supervision to provide a basic service or function. Paraprofessionals provide specific tasks within a defined scope of practice. They assist professionals but are not licensed or credentialed as healthcare, nutrition, or lactation consultant professionals.
- **Participant** is an individual who meets all program eligibility criteria, is enrolled in the WIC program, and receives supplemental foods.
- **Participant violation** is any deliberate action of a participant, family representative, parent, or caretaker of an infant or child participant that violates federal or state statutes, regulations, policies, or procedures governing the program.
- **Part-time site** is a site that is open less than 32 hours per week.
- **Personally Identifiable Information (PII)** is any information maintained by an agency that identifies or describes an individual. This includes an individual's first and last name in combination with any one or more of the following:

- A. Social security number

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- B. Driver license number or CA ID card number
 - C. Street address or location data
 - D. Physical description
 - E. Account number, credit or debit card number, in combination with any required security code
 - F. Medical information
 - G. Health insurance information
 - H. Phone number
 - I. Employment history
 - J. Information on Medi-Cal, CalFresh, or CalWORKs
 - K. Food instrument issuance data that identifies the individual
 - L. Fair hearing documents that identifies the individual
 - M. Discrimination complaint documents that identify the individual
- **Postpartum** are individuals up to 6 months after birth or termination of pregnancy and up to 12 months if the individual is breastfeeding.
 - **Prenatal or pregnant** are individuals with one or more embryos in utero.
 - **Prescriptive authority** is a health care professional in California licensed to write medical prescriptions under California state Law.
 - **Presumptive eligibility (PE)** is a process in which qualified providers can enroll pregnant individuals and provide immediate, temporary prenatal care to low-income pregnant patients. Pregnant individuals can also be presumptively eligible pending completion of the eligibility determination process to receive CalWORKs. The participant must apply for Medi-Cal for continued coverage within a specified period (60 days), or temporary prenatal care will be terminated under PE.
 - **Public Service Announcements (PSA)** are non-commercial advertisements broadcast for the common good through media (i.e., TV, radio, outdoor ads, community newsletters, direct mail, digital media, or websites).

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Q

- **Qualifying medical condition** is a health condition, determined by a health care provider, that meets the criteria for receiving medical formula, WIC-eligible nutritionals, state-ordered formula, an increased formula infant food package, or jarred infant fruits and vegetables for children 1 to 5 years of age.

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R

- **Reasonable suspicion** occurs when it is objectively reasonable for a person to suspect abuse based on facts, drawing on their training and experience, to also suspect child abuse.
- **Rebate** is the amount of money refunded under cost containment procedures from the manufacturer of the particular food product as the result of a purchase of the supplemental food with the WIC Card by a participant.
- **Redeem** as related to food delivery, is the process of using the WIC Card to purchase food from a WIC-authorized vendor.
- **Regional Breastfeeding Liaison (RBL) Program** is a program within WIC that facilitates seamless breastfeeding support in the communities where WIC participants live. RBL Program staff establish partnerships with hospitals, healthcare providers, employers, and the breastfeeding support community, and promote WIC and WIC breastfeeding services. RBL services ultimately increase breastfeeding initiation and duration rates in communities by narrowing breastfeeding support gaps. RBLs serve their home local agency and county; additionally, most RBLs serve other WIC local agencies and counties in their regional coverage area.
- **Regional Centers** are nonprofit private corporations that help individuals with developmental disabilities find and access the many services available to them and their families. They pay for a variety of medical services for children and adults who are residents of California and have limited income and resources.
- **Registered Dietitian (RD)** is a food and nutrition expert who has met academic and professional requirements. The RD must possess and maintain the RD credential or the right to use the term "registered dietitian" as approved by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND). The RD role is defined in WPPM 130-10.

- **Registered Dietitian Nutritionist (RDN)** is an alternate role of a food and nutrition expert who has met academic and professional requirements. The RDN must possess and maintain the RDN credential or the right to use the term “registered dietitian nutritionist” as approved by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND). An RDN is an implied alternate role to a Registered Dietitian (RD) in the WPPM.
- **Relatives** are individuals who are within the second degree of marriage and blood, including spouse, parent, children, grandchildren, grandparents, brother, sister, aunt, uncle, niece, nephew, first cousin, stepparent, stepchildren, and stepsister.
- **Remote Indian or Native Village** is an Indian or Native village that
 - A. Is located in a rural area,
 - B. Has a population of less than 5,000 inhabitants, and
 - C. Is not accessible all year by means of a public road. The term public road means any road or street under the jurisdiction of and maintained by a public authority and open to public travel.

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S

- **Search warrant** is a written order issued by a court that permits an individual, such as a police investigator, to access a WIC participant’s confidential information. The LA must comply with the search warrant at the time it is served. Refer to federal law [18 U.S.C. Chapter 205](#) for more information on search warrants.
- **Secondary Nutrition Education Contacts (NECs)** are conducted by a Competent Professional Authority (CPA) and include education sessions, classes, or nutrition counseling provided to a group, individual, or through an approved online method (wichealth.org).
- **Short certification** is a temporary certification, up to 30 days, for an applicant who was not able to provide the required documents to determine eligibility (residency, income, and identity) at the time of certification or recertification. Short certification includes a temporary 60-day certification period if a pregnant or postpartum participant was not able to provide proof of pregnancy/loss.

- **Site** is where WIC services are provided, including certification. Sites can be permanent, part-time, temporary, or mobile.
- **Standard Non-Contract Formula** includes all infant formulas, excluding exempt infant formulas, that are not part of the California WIC infant formula rebate contract.
- **Subpoena** is a legal document issued by a court that requests a local agency staff to testify as a witness at a specified time and place (for a trial, hearing, or deposition), and/or to produce documents, electronically stored information, or other tangible objects in a legal proceeding. Refer to [28 U.S.C. App. Rule 45](#) for more information on subpoenas.
- **Supplemental foods** are foods containing nutrients determined by nutritional research to be lacking in the diets of pregnant, breastfeeding, and postpartum individuals, infants, and children, and foods that promote the health of the population served by the WIC Program as indicated by relevant nutrition science, public health concerns, and cultural eating patterns.

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T

- **Termination** is the act of ending WIC program benefits of a participant during the certification period. When a participant does not recertify after their certification period has ended or is at the end of their categorical eligibility (such as a child turning 5 or a breastfeeding participant whose infant is turning 1 year old), WIC WISE will process the termination automatically.
- **Therapeutic formulas or medical formulas/food** are formulas or medical foods administered orally or by tube feeding to infants, children, or women with documented qualifying medical condition(s). Products not allowed are those used solely for the purpose of enhancing nutrient intake or managing body weight (e.g., vitamin pills, weight control products), medicines/drugs, hyperalimentation feedings (nourishment administered through a vein), enzymes, oral rehydration fluids or electrolyte solutions, flavoring agents, and feeding utensils or devices.
- **Total cash receipts** are defined as cash income, taxable or not, that is available to purchase goods and services.

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V

- **Value Enhanced Nutrition Assessment (VENA)** is a participant-centered, health outcome-based approach to a WIC nutrition assessment, which is a required and essential part of the WIC program. It is used to determine eligibility, by identifying nutrition risks, and to personalize WIC nutrition services.
- **Verification of Certification (VOC)** is proof of eligibility for program benefits issued to every participant, including participants in a migrant farmworker family, who are likely to be relocating during the certification period to another state.
- **Void** is the cancellation of food benefits and processed in WIC WISE as not usable.

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W

- **White** is an individual with origins in any of the original peoples of Europe, including, for example, English, German, Irish, Italian, Polish, and Scottish.
- **WIC Authorized Foods** are those supplemental foods authorized by the State for issuance to a particular participant and can be redeemed using the WIC Card.
- **WIC Authorized Vendor** is a sole proprietorship, partnership, cooperative association, corporation, or other business entity operating one or more stores authorized by the State agency to provide authorized supplemental foods to participants under a retail food delivery system.
- **WIC-eligible nutritional** is food specifically formulated to provide calories and nutrients by oral or tube feeding for individuals with a qualifying condition. This may not be a conventional food, drug, flavoring, or enzyme.
- **WIC Farmers' Market Nutrition Program (FMNP)** administers FMNP benefits in addition to regular WIC benefits to WIC participants. FMNP benefits can be used to purchase eligible locally grown fresh, nutritious, unprepared fruits, vegetables, and fresh-cut herbs, from WIC authorized farmers at WIC-authorized farmers' markets.
- **WIC Overseas Program** provides WIC services to eligible United States service members (civilian employees, Department of Defense contractors, and members of the uniformed services) and their families on duty outside of the United States. Refer to [TRICARE Special Programs](#) for more information about the WIC Overseas Program.