

[Skip Navigation Links to Main Content](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

## A

**All Plan Letter (APL)** is a letter from the Medi-Cal Managed Care Division (MMCD) of the California Department of Health Services (MMCD Policy Letter 07006) that clarifies the contractual requirement for Medi-Cal managed care health plans to provide medically necessary enterable formulas.

**Alternate** is an individual, chosen by the participant or parent/caretaker applying on behalf of an infant or child to come to their secondary WIC appointment for them and pick up and redeem their food instruments (FIs) or an alternate is not authorized to attend a certification appointment on behalf of an applicant/participant.

**American Indian or Alaska Native** (includes Aleuts and Eskimos) is a person having origins in any of the original peoples of North America (including Mexico) and who maintains tribal affiliation or community attachment.

**American Indian (South/Central America)** is a person having origins in any of the original peoples of South America and Central America and who maintains tribal affiliation or community attachment.

**Annual Income** is defined as total cash receipts before taxes, from all sources (i.e., gross income), received by the household at different frequencies throughout the last 12 months, and converted to an annual amount by the local agency.

**Asian** is a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

## B

**Biochemical result** includes either hemoglobin or hematocrit values, also know as blood work.

**Black or African American** is a person having origins in the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

**Breastfeeding woman** is a woman up to one year following the end of pregnancy who is breastfeeding an infant. A woman is considered to be breastfeeding if she breastfeeds her infant on the average of at least once per day. This category includes:

- I. An exclusively breastfeeding woman whose infant does not receive food instruments for formula.
- II. A partially breastfeeding woman whose infant does not receive more than the maximum amount of formula allowed for partially breastfed infants.
- III. A partially breastfeeding woman whose infant is receiving more than the maximum amount of formula allowed for a partially breastfed infant. Her certification continues past six months, up to one year, as long as she continues to breastfeed. Her food instrument issuance will be the same as for a non-breastfeeding woman. After the sixth month after delivery, she does not receive food instruments, but as long as she continues to breastfeed she is considered an active WIC participant with other program benefits such as breastfeeding support and nutrition education.

## C

**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. Currently CAIR consists of nine multi-county regional immunization registries. Six of the regions utilize the same software, and a seventh, VaxTack will switch to the software in July 2009. In addition there are two other regional immunization registries each using a different software application, [San Diego Immunization Registry (SDIR) and the Regional Immunization Data Exchange (RIDE) serving eight counties surrounding Stanislaus County]. Lastly, Imperial County operates with a county-based registry. Each registry provides a computerized system designed to assist providers to track patient records, reduce missed opportunities, and help fully immunize all children in California.

**Caretaker** is any non-parent adult who is responsible for the health and welfare of an infant or child in absence of the birth or adoptive parent. Caretaker includes but is not limited to a guardian, significant other, stepparent, foster parent, grandparents, relative, or trusted friend who provides care and support for the infant or child while the parent is temporarily out of the home (e.g., at work/school or otherwise absent but expected to return).

**Check stock** is the paper intended for FI use before the WIC management information system (WIC MIS) generates food prescription information and prints it on the paper.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

**Check stock security** is the safekeeping of WIC check stock so that it does not become lost or stolen.

**Child** is person who has had a first birthday but has not reached the fifth birthday. (For the purpose of policy 120-30, the term “minor” is synonymous with “child”).

**Child abuse** is an injury caused by other than accidental means on a child by another person to include emotional abuse, sexual abuse, endangering the person or health of a child, and unlawful physical punishment. Child abuse does not include a mutual altercation between minors or spanking that is reasonable and age appropriate and does not expose the child to risk of serious injury.

**Child Health and Disability Prevention (CHDP) Gateway** is an automated, one-day, pre-enrollment process for applying to the Medi-Cal or the Healthy Families Program that can be completed at a CHDP visit.

**Close friend** is a term left to the discretion of the local agency to make a determination if a WIC applicant or participant is a close friend of a WIC employee.

**Combination Feeding** is meeting an infant’s nutritional needs with breastmilk and formula.

**Confidential Information** includes but is not limited to:

- A. Name;
- B. Social Security Number;
- C. Address;
- D. Telephone number;
- E. Family size and members;
- F. Physical description;
- G. Income data;
- H. Employment history;
- I. Information on Medi-Cal, food stamps or TANF status;
- J. Medical data;
- K. Food instrument issuance data that identifies the individual,
- L. Fair hearing documents that identifies the individual; and
- M. Discrimination complaint documents that identifies the individual.

**Contract** is an enforceable written agreement between two or more competent parties with the elements of the contract being offer, acceptance, consideration, and compliance with all applicable terms and conditions.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

**Contract Formula** is standard, cow milk-based and soy-based formulas issued to participants without a prescription. A list of WIC contract formulas can be viewed on the CA WIC webpage at:

<http://www.cdph.ca.gov/programs/wicworks/Pages/WICInfantFormula.aspx>

**Core Hours** are traditional business hours of 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Monday through Friday.

**Current Income** is defined as total cash receipts before taxes, from all sources (i.e., gross income), received by the household during the month (30 days) prior to the date the application for WIC benefits is made.

## D

**Disqualify** is the act of ending WIC Program benefits of a participant during the certification period.

**Documented immunization record** is defined as a record (computerized or paper) 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, an automated data system, or a client chart (paper copy).

**Double issuance (bimonthly) FI distribution** is providing FIs for the current month and the subsequent month, issued at one time to an enrolled WIC participant.

**Drugs** are defined as a beverage containing alcohol, a controlled substance, or a controlled substance analogue.

**Drug abuse education** is the provision of information concerning the dangers of drug abuse.

**Drug abuse referral** is the referral of participants who are suspected drug abusers to drug abuse clinics, treatment program counselors, or other drug abuse professionals, and the provision of educational materials.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

## E

**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 local WIC agency employee which violates program regulations, policies, or procedures including, but not limited to, misappropriating or altering food instruments, entering false or misleading information in participant case records, or creating a fictitious participant record in the Integrated Statewide Information System.

**Extended hours** are hours before 8 a.m. or after 5 p.m. during the business week, or on Saturday or Sunday. The traditional lunch hour (12 p.m. to 1 p.m.) is also an extended hour.

## F

**Family Economic Unit** is defined as the family unit/size is a group of related or nonrelated individuals who live together as one household/economic unit. These individuals share income and consumption of goods or services.

**Fixed (permanent) site** is a site that is solely designated for WIC services (ex. 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 check stock with food prescription information printed on it and redeemed by a participant to obtain WIC authorized 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 nutrition need.

**Full time site** is defined as a site that is open 32-40 hours per week or more.

**Fully Breastfeeding** is meeting an infant's nutritional needs with only breastmilk.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

## H

**Health and Nutritional Conditions** are conditions which affect a baby's ability to transfer or utilize breast milk or the mother's ability to produce milk, or the safety of the milk for the infant. . Examples where formula or supplemental formula may be advantageous include, but are not limited to:

**Infant:** Metabolic disorders, such as phenylketonuria; very pre-term newborn (born before 32 weeks) or birth weight less than 1500 grams;

**Mother:** HIV positive; alcohol or drug abuse; use of some types of prescription or over-the-counter medications (rare); active herpes on breasts; uncontrolled diabetes; breast implants that interfere with breastfeeding; severe maternal illness; receiving chemotherapy; and breast abscess before treatment

**Health care provider** is a person licensed by the State to write prescriptions, such as, a physician, physician's assistant, osteopath, or nurse practitioner.

**Healthy Families Program** is a low-cost health coverage program for children ages 0 through 19 who meet citizenship or immigration requirements and live in California. There are different health plans for different areas.

**Hispanic or Latino** is a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**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, 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  
a public or private place not designated for, or ordinarily used as, a regular accommodation for human beings.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

## I

**Income** is defined as total cash receipts before taxes, from all sources (i.e., gross income).

**Infant** is a person under one year of age including the breastfed infant of a participant breastfeeding woman.

**In-state transfer** is the reassignment of a certified participant from one local agency to another within California.

### Issuance -

- A. Single Issuance-Providing printed FIs to the participant for the current month.
- B. Double Issuance-Providing printed FIs to the participant for the current month and one for the next month.
- C. Triple Issuance-Printing and giving FIs for three months at one appointment, so the participant gets food packages for the current month and for the two following months.

## L

**Lactation Specialist** is any WIC staff with at least 20 hours of breastfeeding training including, but not limited to International Board Certified Lactation Consultant (IBCLC), Registered Dietitian (RD) with 20 hours of lactation education, Certified Lactation Educator (CLE), Certified Lactation Counselor (CLC), or Peer counselor (see Peer Counselor Manual for complete definition of each lactation specialist).

**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 context/reason to view such records. For disclosure of participant records, see Section 110-30.

## M

**Medi-Cal Fee-for-Service (FFS)** is a payment system by which a doctor, hospital, or other health care provider is paid a specific amount for each service performed as it is provided and identified by a claim for payment (Treatment Authorization Form or TAR).

**Medi-Cal Managed Care (MMC)** is health care services that are provided through established networks of organized systems of care which emphasize primary and preventive care.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

**Medi-Cal Managed Care Division (MMCD) Policy Letter (formerly referred to as All Plan Letter)** is a letter clarifying contractual requirements for all Medi-Cal managed care health plans to provide medically necessary enteral formulas or medical foods orally or by tube feeding (MMCD Policy Letter 07-016).

**Mandated reporter** in the California WIC Program are Registered Dietitians (RDs) and Licensed Nurses.

**Medical documentation** is a determination by a licensed health care provider authorized to write medical prescriptions under State law that the participant has a medical condition that dictates the use of therapeutic formula(s) and/or medical food(s) because the use of conventional foods is precluded or restricted.

**Medical supervision** is medical oversight and instruction for the dietary management of the participant's health conditions identified by the participant's health care provider.

**Mobile site** is a satellite site that is inside a mobile van or other vehicle.

**Mostly Breastfeeding** is meeting at least half of the infant's nutritional needs with breastmilk and receiving no more than half of the amount of formula provided by WIC to a formula fed infant.

**Migrant Farm workers** 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.

## N

**Native Hawaiian or Other Pacific Islander** is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Non-breastfeeding woman** is a woman up to six months after termination of pregnancy; i.e., live birth, still birth, fetal death, therapeutic abortion, spontaneous abortion or miscarriage.

**Non-Contract Brand Infant Formula** is all infant formula including exempt infant formula that is not covered by an infant formula cost containment contract awarded by that State agency.

**Non-mandated reporter** in the California WIC Program are Degreed Nutritionists (DNs) and WIC Nutrition Assistants (WNAs.)

**Not Hispanic or Latino** is a person who is not Hispanic or Latino.

<a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">F</a> <a href="#">H</a> <a href="#">I</a> <a href="#">L</a> <a href="#">M</a> <a href="#">N</a> <a href="#">O</a> <a href="#">P</a> <a href="#">Q</a> <a href="#">R</a> <a href="#">S</a> <a href="#">T</a> <a href="#">V</a> <a href="#">W</a>
<p><b>Nutrition Benefits</b> are services to participants related to improving 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.</p>
<p><b>Nutrition Tailoring</b> is the provision of less than the maximum monthly allowances of WIC supplemental foods in a WIC food package.</p>
<b>O</b>
<p><b>Other harmful substances</b> are substances such as tobacco, prescription drugs, and over-the-counter medications that may be harmful to the health of the WIC population, especially the pregnant woman and fetus.</p>
<p><b>Out-of-state transfer</b> is the reassignment of a certified participant into California from another state, or out of California to another state.</p>
<p><b>Overseas transfer</b> is the reassignment of a certified participant into California from the WIC Overseas Program, or to the WIC Overseas Program from California.</p>
<b>P</b>
<p><b>Part time site</b> is a site that is open less than 32 hours per week.</p>
<p><b>Participant</b> is an individual who meets all program eligibility criteria, is enrolled in the program and receives nutrition benefits.</p>
<p><b>Prescriptive authority</b> a health care professional in California licensed to write medical prescriptions under California State Law. California State Law allows healthcare professionals employed on a Native American reservation or a military base in California to write medical prescriptions if they hold a valid license in California or another state.</p>
<p><b>Prenatal or pregnant woman</b> is a woman with one or more embryos in utero.</p>
<p><b>Presumptive eligibility (PE)</b> is a process in which qualified providers can enroll pregnant women and provide immediate, temporary prenatal care to low income pregnant patients. The patient must apply for Medi-Cal for continued coverage at the county social services office within a specified period (60 days) or temporary prenatal care will be terminated under PE. If the pregnant woman submits proof of a Medi-Cal application to the enrolling provider, eligibility under PE can be extended until the county completes the determination.</p>

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

**Proxy** is an individual designated by the participant to pick up FIs, only. A proxy is not authorized to redeem the FIs for the participant. A proxy is not authorized to attend a certification appointment on behalf of an applicant/participant.

**Public Service Announcements (PSA)** are non-paid advertisements meant to inform and persuade through media (television, radio, parenting magazine, newspaper, community newsletter, outdoor ads or direct mail).

## Q

**Qualifying medical condition** are conditions determined by a health care provider that impair ingestion, digestion, absorption or utilization of nutrients that could adversely affect the participant's nutrition status, such as prematurity, low birth weight, failure to thrive, gastrointestinal disorders, malabsorption syndromes, immune system disorders, inborn errors of metabolism, severe food allergies that require an elemental formula, etc.

## R

**Reasonable suspicion** occurs when it is objectively reasonable for a person to suspect abuse, based upon facts that could cause another person in a like position, drawing on his/her training and experience, to also suspect child abuse.

**Rebate** is the dollar amount paid by the contractor for each container of a contracted item redeemed during each redemption month.

**Redeem** as related to food delivery, is the process of using FIs to purchase food from a WIC authorized vendor.

**Regional Centers** are nonprofit private corporations that help individuals with developmental disabilities find and access the many services available to them and their families and pays for a variety of medical services for children and adults who are a resident of California and have limited income and resources.

**Relatives** are persons 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.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

**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.
  - 1. The term public road means any road or street under the jurisdiction of and maintained by a public authority and open to public travel.

## S

**Satellite site** is a site that is not designated solely for WIC services, such as a community center. Staff must set up and take down equipment (e.g. laptops, informers, and printers).

**Search warrant** is a written order issued by a court that permits an individual, such as a police investigator, to have access to a WIC participant's confidential information. The LA must comply with the search warrant at the time it is served. Failure to comply may result in immediate arrest and incarceration.

**Single issuance (monthly) FI distribution** is providing only the current month's FIs to an enrolled WIC participant.

**Some Breastfeeding** is providing the infant with breastmilk at least once a day and more than half the amount of formula provided by WIC to a formula fed infant.

**Subpoena** is a written order issued by a court in response to a request by an attorney representing a party in a legal action. A subpoena can request information or that a witness appears in court or for a deposition. The subpoena will identify the individual or organization seeking the information and will designate a date by which the State Agency (SA) or LA must respond. A subpoena is not a court's ruling that the SA or LA must *release* the information requested. However, the SA or LA must *respond* to the subpoena. Failure to respond can result in legal consequences.

**Supplemental Foods** are foods containing nutrients determined to be beneficial for pregnant, breastfeeding, and postpartum women, infants and children.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

## T

**Therapeutic formulas or medical food** is formula or medical food administered orally or by tube feeding to infants, children or women with documented inborn errors of metabolism, low birth weight, or unusual medical or dietary problems. 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** is defined as cash income, taxable or not, which is available to purchase goods and services.

**Triple issuance (quarterly) FI distribution** is three FI packages, one for the current month and one for each of the subsequent two months issued at one time to an enrolled WIC participant.

## V

**Void** is an FI that is *void* is NOT usable, marked "VOID", and processed in WIC MIS as not usable.

## W

**WIC Authorized Foods** are foods that a participant may buy with FIs.

**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 nutrionals** is food that provides a source of calories and nutrient(s) by oral or tube feeding. This may not be a conventional food drug, flavoring, or enzyme.

**WIC Identification Folder (WIF)** is the WIC family's identification used at WIC appointments and at the WIC authorized vendor when redeeming WIC FIs.

**WIC Overseas Program** is funded and operated by the Department of Defense (DoD). Eligibility is limited to members of the armed forces on duty outside the U.S. and their dependents, civilians who are employees of a military department who are U.S. nationals living outside the U.S and their dependents, and employees of DoD contractors who are U.S. nationals living outside the U.S and their dependents.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#)

**White** is a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.