Subject: Eligibility Requirement
Item: Proof of Pregnancy

PURPOSE:
To minimize fraud and maintain program integrity during the 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:
I. LA staff must obtain proof of pregnancy for all individuals applying for WIC benefits in the pregnant category, regardless of whether or not the applicant is visibly pregnant. LA staff must allow 60 days from the date of initial certification for an individual to provide an approved source of proof of pregnancy.

PROCEDURES:
I. Proof of Pregnancy
   A. Approved sources of proof of pregnancy may be provided in physical or electronic (emails, cell phone/tablet pictures, etc.) format. The proof provided must have the name of pregnant applicant and date verifying current pregnancy.

II. WIC WISE Documentation of Proof of Pregnancy/Loss
   A. In the WIC Web Information System Exchange (WIC WISE), LA staff must select one of the following options from the drop-down menu for proof of pregnancy:
      • Medical records/Hospital discharge stating pregnant
      • Medical referral form/Prenatal bloodwork request form
      • Positive pregnancy note from health care provider (HCP)
      • Ultrasound picture
      • Prenatal genetic screening test referral
      • Verification of Certification (VOC)
      • Presumptive Eligibility Notice
      • Prenatal appointment notice
      • Prescription for prenatal vitamins
      • Proof of Loss
      • Proof not Provided

III. Applicants Lacking Proof of Pregnancy
   A. If an applicant fails to provide an approved source of proof of pregnancy at initial certification, LA staff must:
      1. Certify the applicant.
2. Select Proof Not Provided option in WIC WISE dropdown menu.
3. Clearly inform the applicant: (1) to bring the necessary proof needed for program eligibility within 60 days, (2) the consequences of failing to do so, which can lead to them being found ineligible for WIC and being terminated from the program.
4. Schedule a new appointment.
5. Issue the appropriate number of months of food benefits.

B. If an applicant provides an approved source within 60 days of initial certification and is found eligible, proof of pregnancy must be documented in WIC WISE using the appropriate drop-down menu selection. The certification period begins with the month food benefits were initially issued.

IV. Loss of Pregnancy When Initial Proof of Pregnancy has not been Established
   A. If an applicant failed to provide proof of pregnancy at initial certification and subsequently reports a loss of pregnancy (abortion, miscarriage, neonatal death, stillbirth), LA staff must:
      1. Complete “Pregnancy Outcome” in WIC WISE.
      2. Recertify applicant into the non-breastfeeding category.
      3. Explain to the applicant that proof of loss needs to be provided within 60 days.
      4. Schedule a new appointment.
      5. Issue the appropriate number of months of food benefits.
   B. If an applicant has been issued a CDPH 4134 and returns with proof of pregnancy or loss, LA staff must complete a new certification into the appropriate category.

V. Exceeding 60 days with No Proof of Pregnancy or Loss
   A. If the applicant exceeds 60 days and still fails to provide an approved proof of pregnancy or loss, the applicant must be determined ineligible. While the applicant must be given the opportunity to appeal this action, this is an initial determination and does not require a 15-day advance written notice of action. The determination of ineligibility is effective immediately. LA staff must:
      1. Complete termination in WIC WISE.
      2. Not issue further food benefits to the applicant.
      3. Issue CDPH 4134 Notice of Action at Initial Certification and Recertification.
   B. If an applicant has been issued a CDPH 4134 and returns with proof of pregnancy or loss, LA staff must complete a new certification into the appropriate category.
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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