PURPOSE:
The family representative/caretakers are informed of their rights and responsibilities for participation in the WIC program.

POLICY:
I. Local agency (LA) staff must ensure that the family representative/caretaker reads the *Know Your Rights and Responsibilities (R&R)* form, watches the *R&R* section of the Welcome to WIC video, or has the *R&R* form read by LA staff at initial certification, recertification and when transferring from out-of-state with a verification of certification (VOC).

PROCEDURE(S):
I. Once eligibility has been determined at initial certification or recertification, LA staff must do the following:
   A. Ensure that the family representative/caretaker reads the *R&R* form, watches the *R&R* section of the Welcome to WIC video, or has the *R&R* form read by LA staff.
      1. When the *R&R* is read by the family representative/caretaker or the video is watched, LA staff must:
         a. Verify that the *R&R* form was read or the video was watched.
         b. Read all of the information in the signature box to the family representative/caretaker.
         c. Ensure understanding by asking if there are any questions, and provide answers if necessary.
         d. Give a copy of the *R&R* form to the family representative/caretaker, if requested.
      2. When the *R&R* is not read by the family representative/caretaker, LA staff must:
         a. Offer more time to the participant to read the form or to watch the video. If not, LA staff must read the form to the participant.
         b. Read all of the information in the signature box to the family representative/caretaker.
         c. Ensure understanding by asking if there are any questions, and provide answers if necessary.
         d. Give a copy of the *R&R* form, if requested.

B. Ensure that the family representative/caretaker signs on the signature pad. This certifies they understand their rights and responsibilities.

C. The electronic *R&R* form is retained in WIC WISE.
II. LA staff cannot require the family representative/caretaker to sign any LA-created agreements or contracts as a condition of program participation, in addition to the R&R form, unless approved by CDPH/WIC.

AUTHORITY:
Code of Federal Regulations
7 C.F.R. §246.7(i)(10) Certification forms
7 C.F.R. §246.7(j) Notification of participant rights and responsibilities

California Code of Regulations
22 C.C.R. §40681 Notification of participant rights and responsibilities
22 C.C.R. §40813 Record keeping