

Temporary Alternative Procedures to Certification in Response to a Human Epidemic

The local agency may implement the following procedures when an applicant or participant cannot attend their certification or nutrition education (NE) appointment because:

- they have been diagnosed with or believe they may have contracted a contagious disease declared to be an epidemic by state or local health officials;
- they invoke a voluntary quarantine citing this disease as the reason;
- an alternate or proxy is not available to attend the appointment; and
- in the case of an infant or child, there is no other parent to attend the appointment.

Category	Appointment Type	If	Then ask if another parent or alternate can come to the appointment. If not:
Prenatal, Post-Partum, or Child	Certification	new enrollment or recertification	<ul style="list-style-type: none"> • <i>provisionally</i> enroll the individual by telephone, • place a 30-day “hold” in ISIS for proofs of address, income, and identification, • enter “D” (not present - disabled) in the <i>Presence at Certification</i> field in ISIS and enter the individual ID number in Family Comments with a comment such as “H1N1,” “Whooping Cough,” etc... • provide NE by telephone in accordance with WPM 400-04, • document the NE contact in accordance with WPM 400-01, and • mail only one month of FIs in accordance with WPM 380-10.
	Mid-Certification		<ul style="list-style-type: none"> • provide NE by telephone in accordance with WPM 400-04, • document the NE contact in accordance with WPM 400-01, and • mail only one month of FIs in accordance with WPM 380-10
Infant	Certification	the mother did or did not receive WIC prenatal benefits	<ul style="list-style-type: none"> • <i>provisionally</i> enroll the infant by telephone following existing approved procedures, • place a 30-day “hold” in ISIS for proof of address, proof of income, and physical presence of infant, • enter “D” (not present - disabled) in the <i>Presence at Certification</i> field in ISIS and enter the individual ID number in Family Comments with a comment such as “H1N1,” “Whooping Cough,” etc...., • provide NE by telephone to the parent in accordance with WPM 400-04, • document the NE contact in accordance with WPM 400-01, and • mail only one month of FIs in accordance with WPM 380-10.
	Mid-certification		<ul style="list-style-type: none"> • provide NE to the parent in accordance with WPM 400-04, • document the NE contact in accordance with WPM 400-01, and • mail FIs in accordance with WPM 380-10.