
SECTION: REFERRALS, HEALTH LINKAGES AND INTEGRATION, AND OUTREACH

SUBJECT: Program Required Referrals

ITEM: Referral Requirements at Certification

Policy

The Local Agency (LA) shall provide each participant/applicant at each certification the required written information on the programs listed below. Based on the nutrition assessment (WPM 210-09) and other information gathered at the certification appointment, the LA shall determine if any *additional* programs listed below would benefit the participant/applicant and provide the necessary information for accessing the service, including explaining the program's services to the participant/applicant, and specific steps to take to access the service.

Required Procedures

The LA staff shall provide:

- I. **Mandatory written information** on the following programs at each certification to each adult individual applying for themselves or on behalf of others for the WIC Program.
 - A. Temporary Aid to Needy Families (TANF)
 - B. Food Stamps
 - C. Medi-Cal Program
 - D. Child Support Enforcement Program
 - E. Child Health and Disability Prevention Program (WPM 700-08)
 - F. Substance abuse programs for alcohol, drugs and smoking (WPM 700-03)
 - G. **Additional referral assistance** to those individuals who are not already receiving benefits from the programs listed above, such as helpful information about where or how to apply for benefits. This would include offering additional assistance for referrals to CHDP for children who are not already receiving wellness care check-ups, and for referrals to Medi-Cal for individuals to who are not already receiving Medi-Cal benefits.
- II. **Referral information for the following programs:**
 - A. **Food assistance programs** for each adult individual applying for the WIC Program for themselves or on behalf of others, when such individuals cannot be served due to the agency operating beyond maximum State Agency (SA) directed caseload or when the participant/applicant is determined not to be in a priority served by the LA.

- B. **Immunization screening and referral** for all infant and children under the age of two years when children are under-immunized or when the parent/caretaker does not present the immunization record at certification (WPM 700-04).
 - C. **Blood lead test screening and referral** for all child one-year certifications and all child enrollments when the child has not had a lead test or the parent/caretaker is not certain that the child has had a lead test (WPM 700-05).
- III. **Orientation, training, and continuing education** to all nutrition services staff on making appropriate referrals for participants' needs.

Referral Table

The California WIC Program pamphlet, [Referrals - How Can We Help?](#), contains the required information for the shaded areas below.

Required Referrals:	Additional Referrals:
<p>Temporary Aid to Needy Families (TANF)</p> <p>Food Stamp Program</p> <p>Medi-Cal Program</p> <p>Child Support Enforcement Program</p> <p>Child Health and Disability Prevention Program (CHDP)</p> <p>Substance abuse programs for alcohol, drugs, and smoking</p>	<p>Homeless shelters</p> <p>Food pantries/soup kitchens</p> <p>Head Start Programs</p> <p>Breastfeeding support services</p> <p>Family planning programs</p> <p>Teen mothers' programs</p> <p>School Breakfast and Lunch programs</p> <p>Non-profit humanitarian organizations</p> <p>Commodity Supplemental Food Program: Refer only if applicant is ineligible for WIC or participant is disqualified from receiving WIC benefits.</p>
<p>Immunization screening and referrals</p> <p>Blood Lead Test Screening and Referral</p>	

Guidelines

- A. The LA is encouraged to provide outreach pamphlets to the county welfare office to give to individuals who may potentially be eligible for WIC Program benefits.
- B. LA staff may document referrals to county welfare offices and other assistance programs in the participant's record.
- C. The LA is encouraged to enter and maintain commonly used referrals in the Integrated Statewide Information System (ISIS) referrals screen.

Related Resources

California WIC Program pamphlet, [Referrals - How Can We Help?](#) (English), [Referrals - How Can We Help?](#) (Spanish).

California WIC Training Manual, June 2002, Task VIII Module 22 (A), *Making Effective Referrals* and Module 23 (B), *Community Referrals*.

Authority

7CFR 246.4(a) (7) (8) (9) and 246.7(a) and (b)