

Subject: Ineligibility and Disqualification

Item: Notices of Action

PURPOSE:

To assist local agency (LA) staff in determining which *Notice of Action* is appropriate to use.

POLICY:

- I. LA staff must provide a *Notice of Action at Initial Certification and Recertification* (CDPH 4134) to each applicant/family representative/caretaker when they are determined ineligible for the WIC Program at:
 - A. Initial certification.
 - B. Recertification.
 - C. After the 30/60 day short certification when the required documentation of income, residency, ID, proof of pregnancy, or infant presence is not provided.
- II. LA staff must provide a *Notice of Action During WIC Certification Period* (CDPH 4304) to each participant/family representative/caretaker when they are determined ineligible during a certification period due to:
 - A. Income changes during certification period and family is over income.
 - B. Breastfeeding participant who completely stops breastfeeding after 6 months post-partum.
 - C. Moving out of California.
 - D. Insufficient program funds and not serving lower priority nutritional need or not meeting nutritional need criteria.
- III. LA staff must provide a *Notice of WIC Certification Expiration* (CDPH 4147) when a participant's certification period expires based on their current category:
 - A. Child turning five years old.
 - B. Non-breastfeeding postpartum participant whose infant will turn 6 months old.
 - C. Breastfeeding postpartum participant whose infant will turn 1 year old.
 - D. Postpartum participant whose pregnancy ended 6 months ago.

PROCEDURES:

- I. CDPH 4134 Notice of Action at Initial Certification and Recertification
 - A. The 4134 notifies the family representative/caretaker of the reason why they are not eligible for program benefits. The date of ineligibility is the date the determination is made.

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- B. LA staff must:
 - 1. Explain why the applicant is not eligible for participation in the WIC Program.
 - 2. Have the applicant/family representative/caretaker sign the signature pad.
 - 3. Provide a copy of the form to the applicant/family representative/caretaker.
 - 4. Not issue benefits.
- II. CDPH 4304 Notice of Action During WIC Certification Period
 - A. The CDPH 4304 notifies the family representative/caretaker of the reason why the participant is no longer eligible for program benefits. The termination is effective 15 calendar days after the date of the ineligibility determination.
 - B. LA staff must:
 - 1. Terminate the participant. Extend the termination date 15 calendar days.
 - 2. Have the family representative/caretaker sign the signature pad.
 - 3. Provide a copy of the form to the family representative/caretaker.
 - 4. Not issue benefits.
- III. CDPH 4147 Notice of WIC Certification Expiration
 - A. The CDPH 4147 notifies the family representative/caretaker that the certification period of a participant will end and they will no longer be eligible for program benefits.
 - B. LA staff must:
 - 1. Notify the family representative/caretaker at the last WIC contact prior to the certification end date that the certification period will end.
 - 2. Provide a copy of the form to the family representative/caretaker.
 - 3. Issue benefits as appropriate.

AUTHORITY:

[7 CFR §246.7\(h\) and \(j\)](#)

[22 CCR §40679](#)

[22 CCR §40681](#)

[22 CCR §40703\(c\) and \(e\)](#)

[22 CCR §40813](#)