

## New Hampshire WIC Policy & Procedure Manual

### Chapter 8 CERTIFICATION, ELIGIBILITY & COORDINATION OF SERVICES

#### E. Certification Periods

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##### Enroll Infant

**Purpose** To allow infants to be presumptively certified on the NH WIC Program.

**Policy** This function shall only be used in rare instances and shall meet the following criteria to be allowed.

**The following two criteria must be met in order to utilize the Enroll Infant function:**

1. The mother of the infant shall have been enrolled on the WIC Program during her most recent pregnancy.
2. The infant can only be enrolled on the program during the mother's initial six week postpartum period based on the income and residence eligibility of the mother at the time of her prenatal certification.

Enroll Infant is not allowed for infants of mothers not enrolled in WIC during pregnancy, as verification of the mother's income and residence eligibility during the pregnancy certification is required for purposes of determining the infant's residence and income eligibility.

**The approved reasons for utilizing the Enroll Infant function include:**

1. Clinic schedule does not allow an appointment to be scheduled for an infant certification within the mandatory 10 days from date of contact; or
2. Infant is exclusively breastfeeding and is presumptively enrolled in order to print the mother's exclusive breastfeeding food package; or
3. Participant is a walk-in and the current day schedule does not allow the participant to be seen in a timely manner. Payee states purchasing formula would create a hardship if he/she had to wait until the scheduled appointment day.

**Authority** NH State Policy

**Procedure** The qualifying reason for utilizing the Enroll infant function shall be documented in the StarLINC Notes. Situations that do not meet the above criteria shall be approved and documented by the local agency director or assistant director on a case-by-case basis prior to utilizing the StarLINC Enroll Infant function.

In all other circumstances, the infant shall be scheduled for a certification appointment within 10 days in order to provide the full benefits of the WIC Nutrition Program.

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Infants who meet the two criteria and one of the approved reasons described above will be presumptively enrolled based on the risk criteria "Infant born to a WIC eligible mother". Proof of birth and documented birth measurements shall be provided at time of Enroll infant. Examples include crib card, medical referral form, or medical form from health care provider or hospital.

If required information is not available, Enroll infant may not be used.

All screens in StarLINC for using the Enroll infant function shall be completed. StarLINC screens include:

- Race/Ethnicity screen
- Dual Participation Test
- Anthropometrics- Birth measurements must be documented by a Healthcare Provider.
- Health Interview- Infant feeding method and any other information mom reports
- Risk: "Infant born to WIC eligible mother" will auto-assign
- Referrals (including breastfeeding peer counselor program)
- Assign Eligibility Period (Must document if infant not present)

The infant shall be provided no more than 1 month of benefits from their date of birth and then scheduled for a certification appointment. The parent/caregiver is issued the benefits at the time of presumptively enrolling the infant. The parent/caregiver shall receive the 1-month maximum of benefits for the infant.

#### **Exception**

Any exception to this policy must be approved by the local agency director or assistant director on a case by case basis.

#### **Best Practice**

All infants are scheduled for a full infant certification within 10 days in order to provide quality nutrition and breastfeeding services.