

New Hampshire WIC Policy & Procedure Manual

Chapter 8 CERTIFICATION, ELIGIBILITY & COORDINATION OF SERVICES

E. Certification Periods

Mid-Certification

Purpose To assure infants, children and breastfeeding women with an extended certification period (greater than 6 months) are provided quality nutrition services and access to a CPA/nutritionist throughout their certification period.

Policy Participants with an extended certification period, in excess of 6 months, shall have nutrition education contacts made available to them quarterly with a CPA/nutritionist however such contacts do not necessarily need to take place in each quarter of the certification period.

Children shall have a mid-certification appointment between 4 and 10 months from the date of certification with a goal of between 4 and 7 months of the certification appointment.

Infants/breastfeeding dyad shall have a mid-certification appointment between 4 and 10 months of age with a goal of 6 months of the certification appointment.

Authority 7 CFR 246.11(e)

Procedure Regardless of assigned priority, all infants, children and breastfeeding women shall have a mid-certification appointment scheduled and completed by a CPA/nutritionist to allow important topics to be discussed such as growth and development, bloodwork, activity level, dietary intake, breastfeeding needs, introduction of solids, tailoring formula intake, and/or the nutrition benefits of baby food.

Nutrition education and counseling shall be offered to every parent or caregiver of an infant and child and to breastfeeding women at their mid-certification appointment.

The following are required at the mid-certification nutrition contact for infants, children and breastfeeding women.

Infants and Children:

1. Weight and Height/Length measurements—obtain measurement when present at the mid-cert appointment.

*If the infant or child is **not present** at the mid-certification appointment **and referral measurements are available**, the measurements must be from a healthcare provider and must be*

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within +/- 60 days of the mid-cert to complete the mid-certification guide.

*If the infant or child is **not present** at the mid-certification appointment **and referral measurements are not available**, the mid-certification shall be rescheduled for measurements to be obtained at WIC or it shall be rescheduled to be coordinate with the timing of the infants/child's well child check-up so that referral data may be obtained. Up to 2 month of benefits shall be provided.*

2. Growth chart explanation
3. Bloodwork, if applicable
4. Nutrition and health assessment
5. Risk assessment
6. Age appropriate and participant focused nutrition education
7. Support and encouragement for continued breastfeeding
8. Health and social service referrals
9. Food package explanation
10. Immunization screening, as applicable (0-24 months)

Breastfeeding Women:

1. Nutrition and health assessment
2. Risk assessment
3. Assessment of breastfeeding status
4. Support and encouragement for continued breastfeeding
5. Health and social service referrals
6. Breastfeeding peer counselor referral
7. Food package explanation

Documentation Requirements at Mid-Cert

The Mid-Certification function in StarLINC shall be utilized during the mid-certification appointment.

Documentation should include:

1. Anthropometrics (Height/length and Weight measurement)
2. Blood Measurement (Hemoglobin, if value was low at last certification)
3. Health Interview
4. Assess risk factors
5. Nutrition education
6. Client Goals
7. Referrals
8. Immunization screening, if applicable
9. Complete Mid-Cert

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If the Mid-Certification Guide is initiated without referral measurements available, staff will need to complete, document and discuss as appropriate growth, risk criteria, education and referrals when they are completed or available.

(See related Ch.2.A Nutrition Services Documentation policy)

Income and residency do not need to be presented for redetermination of eligibility at the mid-certification unless there is reason to believe the participant's eligibility has changed since the date of certification. If a reassessment of their income exceeds the WIC guidelines and the client has more than 90 days left in his/her certification period the participant must be terminated. This may result from an increase in income and/or a decrease in family size. The participant shall be provided a minimum of 15 days advance notice and food instruments. See Ch. 8.A. Over-Income & Ineligible Notification policy.

Exception

Infants between 6 and 12 months of age at the time of certification are certified for a 6-month certification period. A nutritionist will reassess the infant's category, risk criteria, priority and food package at 1 year of age.

Best Practice

Mid-certification guide should only be initiated when the option to take physical measurement exists or referral measurements are available w/in the proper timeframe (60 days of the mid-certification date).

Anthropometric measurements are completed at the MC by WIC Staff.

When there is a discrepancy between the referral measurements, a WIC measurement is obtained.

All infants have their quarterly follow up nutrition (FUN) appointments completed by a nutritionist/CPA.

When infant referral measurement are used they are within 30 days of the MC appointment.

The infant mid-certification shall be coordinated with the breastfeeding mother's mid-certification appointment whenever possible.

Update and confirm correct address and telephone number in StarLINC in order to provide continuity of care and maintain communication through the certification period.