

New Hampshire WIC Policy & Procedure Manual

Chapter 8 CERTIFICATION, ELIGIBILITY & COORDINATION OF SERVICES

A. Eligibility Determination & Documentation

Over-Income & Ineligible Notification

Purpose	Applicants and/or participants shall be notified of their right to appeal and to a fair hearing, as well as the reason for ineligibility when program services are denied.
Policy	The local agency shall notify in writing any applicant and/or participant who has applied for certification and is determined to be over-income or ineligible to receive WIC of their appeal rights.
Authority	CFR 246.7(h) & (j)
Procedure	<p>Applicants who are determined to be ineligible are not certified.</p> <p>Local agencies do not need to give a written notice of ineligibility to individuals who call to request services and preliminary screening shows they do not meet income, residence or categorical eligibility requirements.</p> <p>All applicants and/or participants determined to be ineligible shall be provided a Denial of Participation letter with the reason for ineligibility and staff shall offer a printed copy of the WIC Participant Rights & Rules and/or directions to access the document online to participants/applicants at the time of certification, and the letter from StarLINC for explanation of appeal rights.</p> <p>The StarLINC system will automatically generate a Denial of Participation letter when an income is entered that is greater than the current Income Eligibility Guidelines. A pop-up box to print the letter will appear after calculating income and saving the screen. All family members will be terminated/ ineligible for WIC benefits in StarLINC due to over-income.</p> <p>Participants may be screened mid-certification for income or other certification criteria if there is reason to believe the family's situation has changed since the most recent certification. If a participant/family is found over-income or ineligible mid-certification, a Denial of Participation is provided, a printed copy of the WIC Participant Rights and Rules and/or directions to access the document online to participants/applicants is offered and 15 day notice (it may or may not include food instruments depending on the last issuance date) shall be given. This shall be documented in the StarLINC administrative Notes section.</p> <p>Participants no longer eligible to receive services due to a change in category (ie: child turns 5 years old or breastfeeding woman stops breastfeeding after 6 months postpartum) shall be notified 15 days prior to termination of benefits and provided 15 days of food instruments. The 15 day notice with food instruments does not apply to applicants or participants found ineligible while applying at a recertification. They were given notice at their last WIC appointment. These participants receive the Denial of Participation letter and are offered a printed copy of the</p>

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Exception

No exceptions