

New Hampshire WIC Policy & Procedure Manual

Chapter 8. CERTIFICATION, ELIGIBILITY & COORDINATION OF SERVICES C. Health Care Agreements, Referrals, and Coordination

Coordination with Medicaid and SNAP

Purpose	For the Department of Health and Human Services to provide WIC with a limited data exchange to enhance the ability of WIC staff to perform targeted outreach to families with a pregnant woman and/or children under age 5 who are actively enrolled in NH Medicaid and the Supplemental Nutrition Assistance Program (SNAP).
Policy	Local agencies shall utilize the Find Online Application screen within the StarLINC system to outreach to eligible Medicaid and SNAP households for WIC enrollment. Local agencies shall utilize the data for the purpose of outreach to enroll in the WIC Program only while protecting the confidentiality of applicant/participant information, consistent with the requirements of state and federal regulations.
Authority	7 CFR 246.7(d)(2)(ii) and (h); NH DHHS Data Sharing Agreement DPHS-Medicaid-DEHS.
Procedure	<p>Privacy and Confidentiality</p> <p>Local Agency staff shall use the Find Online Screen to outreach to families who are enrolled in Medicaid and/or SNAP to enroll in the WIC Program.</p> <p>Local Agency staff will see households in the Find Online Screen referred by submitting a WIC Pre-application and those imported through the nightly batch file from NH EASY.</p> <p>Local Agencies shall limit the use of confidential information to those designated individuals who have a job function directly related to outreach and enrollment in WIC.</p> <p>Applicant/Participant information may be used for WIC outreach and enrollment only.</p> <p>Methods of Data Access</p> <p>Local Agencies may contact eligible families via phone, email, text or mail with information about WIC program benefits, eligibility and enrollment. If electronic or written contact contains protected health information (PHI), personal information (PI), personal financial information or confidential information, it shall only be sent via secure email or text.</p> <p>Documentation</p> <p>Local Agency staff shall document each pending applicant on the Find Online Screen as either approved or denied, after performing a dual participation check.</p>

New Hampshire WIC Policy & Procedure Manual

Chapter 8. CERTIFICATION, ELIGIBILITY & COORDINATION OF SERVICES C. Health Care Agreements, Referrals, and Coordination

Exception

None

Best Practice

Prioritize applicants according to date imported into StarLINC and follow up within 72 hours to offer a WIC certification appointment.