

## New Hampshire WIC Policy & Procedure Manual

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

#### C. Health Care, Referrals, and Coordination

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##### Homeless Facilities

**Purpose** To assure homeless facilities and shelters are in federal compliance with access to WIC foods, services, and benefits for families.

**Policy** Local Agency shall determine to the best of its ability whether homeless facilities/institutions in its service area meet the following conditions:

- Does not accrue financial or in-kind benefit from a person's participation in WIC, by reducing its expenditures for food service because its residents are receiving WIC foods;
- Foods provided by the WIC Program are not subsumed into a communal food service, but are available exclusively to the WIC participant for whom they were issued; and
- No constraints on the ability of the participant to partake of the supplemental foods, nutrition education and breastfeeding support available under the Program.

**Authority** 7 CFR 246.7(m)

**Procedure** The local agency shall have periodic contact, at least once a year, with shelters and institutions in their service area who temporarily house women, infants, and children enrolled in the WIC Program to ensure continued compliance with the conditions above. This includes shelter services for domestic violence, emergency shelters, transitional programs, and specialty shelters for pregnant and parenting teens. This may also include the following types of facilities which also provide meal service: a supervised publicly or privately operated shelter designed to provide temporary living accommodations or a facility that provides a temporary residence for individuals intended to be institutionalized.

Contact may be made via a written letter or in person. See sample letter in attachments. The local agency shall also request the homeless facility notify the local agency if it ceases to meet any of these conditions.

Documentation of annual contacts with shelters should be on the local agency TOM (training, outreach, and meeting) log. Documentation shall include date, type of contact, name of shelter, individual spoken with, information shared, and name of WIC staff person making contact.

Local agencies shall use the most recent list of service providers and

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shelters from the NH Department of Health and Human Services Bureau of Homeless and Housing Services, available at <http://www.dhhs.state.nh.us/dcbcs/bhhs/documents/providers.pdf> or from the State WIC Agency.

See related Nutrition Education for Homeless Individuals policy.

#### **Exception**

None

#### **Best Practice**

Local agency provides more frequent in-person contact with the shelters in their service area if the shelter is administered by their sponsoring community action agency or health center.