

## New Hampshire WIC Policy & Procedure Manual

### Chapter 8 CERTIFICATION, ELIGIBILITY & COORDINATION OF SERVICES G. Dual Participation, Participant Rights and Responsibilities, Fair Hearing Procedures, and Sanction System

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#### **WIC In-State Dual Participation**

<b>Purpose</b>	To protect program integrity through prevention of dual enrollment in the WIC Program.
<b>Policy</b>	A dual participation check shall be performed in StarLINC on all applicants prior to completing the certification.
<b>Authority</b>	CFR 246.7(l)
<b>Procedure</b>	<p>All applicants and participants shall have an in-state dual participation check done at each certification appointment. The dual participant check link is found on the Demographics screen. If a close match is found and the agency concludes the participant is not the same client, the staff name and reason is immediately documented in the StarLINC system under the participant's record. If a duplicate name is matched, the applicant shall be questioned with additional identifying information to rule out dual participation, such as residence, middle name, and date of birth.</p> <p>If a participant is already participating in WIC at another clinic or agency, he/she shall not be certified, or if a record already exists, he/she shall not have a new record created.</p> <p>Staff shall verbally inform WIC participants that it is illegal to participate in more than one WIC Program simultaneously.</p> <p>Staff shall offer a printed copy of the WIC Participant Rights and Rules and/or directions how to access the document online to participants/applicants at certification.</p> <p>If a participant dually enrolls in two WIC programs with intentional misrepresentation, the State Agency will disqualify the participant for one year and issue a claim to collect improperly obtained benefits.</p> <p>The local agency WIC director or supervisor shall run the local agency dual participation report monthly.</p> <p>The State Agency shall provide statewide oversight of the dual participant report by running the report monthly and following up with local agency directors as needed to ensure all potential dual participants are resolved within 120 days.</p>
<b>Exceptions</b>	No exceptions