

## New Hampshire WIC Policy & Procedure Manual

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

#### A. Eligibility Determination & Documentation

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##### Income Eligibility Guidelines

<b>Purpose</b>	The income eligibility guidelines are issued annually by USDA, Food and Nutrition Services and are to be used in determining the income eligibility of persons applying to participate in WIC.
<b>Policy</b>	Income eligibility guidelines are provided annually to local agencies by the State Agency after being published by USDA, Food and Nutrition Services (FNS) in the Federal Register. Income guidelines are 185% of federal poverty guidelines, and usually increase each year. Revised income guidelines are announced on or before June 1 each year by FNS. On or before July 1 each year, the State Agency shall announce and transmit to each local agency the family size income guidelines. Local agencies shall implement revised guidelines not later than July 1 of each year. The revised WIC guidelines are typically issued concurrently with revised New Hampshire Medicaid guidelines, each year in April.
<b>Authority</b>	CFR 246.7(d)
<b>Procedure</b>	<p>Categorically eligible persons are income eligible if their gross income is at or below 185% of poverty guidelines.</p> <p>Local agencies shall:</p> <ol style="list-style-type: none"><li>1. Provide all WIC staff responsible for determining income eligibility the revised income guidelines from the State Agency.</li><li>2. Replace the current income guidelines in the local agency's NH Policy and Procedure Manual.</li><li>3. Update the local agency's website with the current income guidelines on the appropriate effective date.</li><li>4. Remove from use any local agency produced handouts that include outdated income information greater than 6 months of new income guidelines effective date.</li></ol> <p>See Income Guidelines chart.</p>
<b>Exception</b>	WIC applicants currently enrolled in NH Medicaid, TANF and SNAP are adjunctively eligible for WIC, even if their income is above 185%. See Adjunctive Eligibility policy.
<b>Best Practice</b>	Local agencies shall develop a press release for community agencies and media sources notifying them of the revised income guidelines.