

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

Participant Rights and Rules

Purpose To inform applicants and participants, and parents/guardians/caregivers of infants and children the rights and rules of the NH WIC Nutrition Program, in order to protect program integrity.

Policy Local agency staff shall notify all WIC applicants or participants and parents/guardians/caregivers of infants and children of their rights and rules at each certification.

Authority CFR 246.7(i)(10), CFR 246.7(j)

Procedure All local agencies shall use the NH WIC Right and Rules form in StarLINC at time of certification.

Local agency staff shall ask all applicants, participants or parents/guardians/caregivers of infants and children to read the WIC Program Rights and Rules (RRs) document. Staff shall provide a brief summary of the main points of the Rights and Rules document. Refer to RRs script summary as a guide. Staff shall inform the applicant, participant, or parent/guardian/caregiver that signing electronically indicates he/she understands the rights and rules of the program and agrees to abide by them. All participants (and payees when applicable) shall sign the form in the presence of a local agency staff. For those participants with language barriers or limited reading capabilities, local agency staff or a designated translator shall read the document to the participant or applicant.

All applicants, participants, payees, proxies and parents/ guardians/ caregivers of infants and children shall be offered a printed copy of the NH WIC Participant Rights and Rules and/or directions on how to access the document online. This document includes instruction on how to schedule a fair hearing. (See attachments).

Electronic Rights and Rule form with signatures and dates are maintained by the IT system.

Exceptions When and if a manual back-up form is used the signed applicants' and participants' WIC Program Rights and Rules forms are required to be maintained by the local agency for three (3) years. Paper forms shall be stored at the local agency for three (3) years. All supporting paper documents shall be maintained for three (3) years.