

Subject: Food Instrument Receipt and Distribution

Item: Single/Double/Triple Food Instrument Issuance

PURPOSE:

To establish procedures for issuing food instruments (FI).

POLICY:

- I. The local agency (LA) must issue FIs to participants as appropriate per the procedures below. The LA staff must not provide benefits in excess of each participant's total food benefits within the certification period. LAs can be more restrictive on FI issuance based on LA protocol. Participants may receive a maximum of three months of FIs at one time.

PROCEDURE(S):

- I. The LA staff must single issue FIs to:
 - A. Applicants/participants requiring an additional appointment to complete a two-step orientation.
 - B. Applicants/participants with income, residency, or ID holds. Refer to WPPM 210-03, 210-06 and 270-20 for more information.
 - C. Newborn infants under eight weeks of age who have yet to satisfy the presence at certification requirement. After being single issued once, these infants must be present at the next appointment to complete their certification and issue further FIs. Refer to WPPM 210-07 for more information.
 - D. An applicant/participant who fails to provide proof of pregnancy (or loss when initial proof has not been established) at the initial certification appointment and during the first 60 days until proof is provided. Refer to WPPM 210-08 for more information.
 - E. Participants that receive therapeutic formula/WIC-eligible nutritionals and are waiting for Medi-Cal to process the request. Refer to WPPM 390-20 for more information.
 - F. Participants that need therapeutic formula and continue not to have health care established two months after the LA staff made the original health care referral. Refer to WPPM 390-20 for more information.

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- II. LA staff can choose to double issue FIs to:
 - A. Participants that want to see a Nutritionist and have not yet been assessed.
 - B. Participants receiving therapeutic formula and have applied for healthcare coverage. Refer to WPPM 390-20 for more information.
- III. LA staff can choose to triple issue FIs to:
 - A. Applicants/participants not addressed above.
 - B. Applicants/participants who lack bloodwork/anemia screening results and LA is unable to obtain results with invasive or non-invasive anemia screening devices. Refer to WPPM 210-11 for more information.
- IV. LAs may develop internal policy to single or double issue FIs in specific situations such as:
 - A. Families who are new to WIC and have no recent history of WIC participation.
 - B. Pregnant women certified during their third trimester.
 - C. Foster children who are not in a stable foster situation.
 - E. Participants who receive the homeless package.

AUTHORITY:

[7 CRF §246.12\(r\)\(5\)](#)

[22 CCR §40749\(b\)](#)

CROSS REFERENCE

WPPM 210-03 Determination of Income Eligibility

WPPM 210-06 Proof of California Residency

WPPM 210-08 Proof of Pregnancy

WPPM 210-11 Determining Biochemical Nutrition Risk for All Categories

WPPM 270-20 Proof of Identity

WPPM 390-20 Coordinating with Health Care