

JOB AID

I. WIC Services

No.	Tasks	Family Representative	Caretaker
1	Attend Program Orientation and share information learned with designated caretaker(s), if any	Y	N
2	Sign forms at certification and recertification	Y	Y
3	Can complete initial certification, mid-certification, recertification, and high risk appointments for infants/children	Y	Y
4	Can receive/complete nutrition education	Y	Y
5	Can complete nutrition assessment for an infant or child	Y	Y
6	Can request transfers to another clinic or state	Y	N
7	Can add or remove a caretaker	Y	N
8	Can use WIC card as identification during appointments	Y	N
9	Can request to discontinue WIC services	Y	N

II. WIC Card and Benefits Issuance and Replacement

No.	Tasks	Family Representative	Caretaker
1	Can set up the EBT account in WIC WISE	Y	Y
2	Can change mailing address	Y	Y
3	Can get a replacement WIC Card	Y	Y
4	Can set PIN	Y	Y Other parent only
5	Can change PIN	Y	Y Other parent only

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No.	Tasks	Family Representative	Caretaker
6	Can get a second WIC Card	N	N
7	Get education and instructions on WIC Card and PIN security	Y	Y
8	Can shop with activated WIC Card	Y	Y
9	Can inquire about Food Benefits, Benefits History, and Food Balance	Y	Y
10	Can ask to change food prescriptions	Y	Y
11	Can report lost/stolen card	Y	Y
12	Can request replacement card in person	Y	Y
13	Can request replacement card to be sent by mail	Y	Y
14	Can request for remote benefits issuance	Y	Y