

**Subject: Eligibility Requirement****Item: Proof of Pregnancy**

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**PURPOSE:**

To minimize fraud and maintain program integrity during the certification process. Furthermore, the policy is intended to eliminate the burden of responsibility placed on local agency (LA) staff to make a visual determination of an individual's pregnancy status.

**POLICY:**

- I. LA staff must obtain proof of pregnancy for all individuals applying for WIC benefits in the pregnant category, regardless of whether or not the applicant is visibly pregnant. LA staff must allow 60 days from the date of initial certification for an individual to provide an approved source of proof of pregnancy.

**PROCEDURES:**

- I. Proof of Pregnancy
  - A. Approved sources of proof of pregnancy may be provided in physical form, displayed in-person via electronic format (e.g., emails, cell phones, tablets, pictures, etc.), or obtained remotely. For acceptable means of obtaining documents remotely, refer to WPPM 220-30. The proof provided must have the name of pregnant applicant and date verifying current pregnancy.
- II. WIC WISE Documentation of Proof of Pregnancy/Loss
  - A. In the WIC Web Information System Exchange (WIC WISE), LA staff must select one of the following options from the drop-down menu for proof of pregnancy:
    - Medical records/Hospital discharge stating pregnant
    - Medical referral form/Prenatal bloodwork request form
    - Positive pregnancy note from health care provider (HCP)
    - Ultrasound picture
    - Prenatal genetic screening test referral
    - Verification of Certification (VOC)
    - Presumptive Eligibility Notice
    - Prenatal appointment notice
    - Prescription for prenatal vitamins
    - Proof of Loss
    - Proof not Provided
    - Disaster Victim

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- III. Applicants Lacking Proof of Pregnancy at Initial Certification
- A. If an applicant fails to provide an approved source of proof of pregnancy, LA staff must:
1. Certify the applicant.
  2. Select the appropriate option in WIC WISE drop-down menu.
    - a. Disaster Victim (full certification period, no further action required)
    - b. Proof Not Provided (60-day certification period)
      - i. If Proof Not Provided is selected, clearly inform the applicant: (1) to bring the necessary proof needed for program eligibility within 60 days, (2) the consequences of failing to do so, which can lead to being found ineligible for WIC and terminated from the program.
      - ii. Schedule a new appointment.
      - iii. Issue no more than two months of food benefits if all other requirements are met.
- B. If an applicant provides an approved source of proof of pregnancy within 60 days and is found eligible, LA staff must document proof in WIC WISE. The short-cert must be removed and the certification period begins with the month food benefits were initially issued.
- IV. Loss of Pregnancy When Initial Proof of Pregnancy has not been Established
- A. If an applicant failed to provide proof of pregnancy at initial certification and subsequently reports a loss of pregnancy (abortion, miscarriage, neonatal death, stillbirth), LA staff must:
1. Recertify applicant into the non-breastfeeding category.
  2. Select "Proof Not Provided" for Proof of Pregnancy in WIC WISE drop-down menu.
  3. Explain to the applicant that proof of loss needs to be provided within 60 days.
  4. Schedule a new appointment.
  5. Issue no more than two months of food benefits if all other requirements are met.
- V. Exceeding 60 days with No Proof of Pregnancy or Loss
- A. If the applicant exceeds 60 days and still fails to provide an approved source of proof of pregnancy or loss, the applicant must be determined ineligible. While the applicant must be given the opportunity to appeal this action, this is an initial determination and does not require a 15-day advance written notice of action. The determination of ineligibility is effective immediately. LA staff must:
1. Complete termination in WIC WISE.
  2. Not issue further food benefits to the applicant.

# CERTIFICATION

WPPM #210-08

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3. Generate the *Notice of Action at Initial Certification and Recertification* CDPH 4134 and obtain an e-signature. Provide a completed copy to the applicant.
- B. If an applicant has been issued a *Notice of Action at Initial Certification and Recertification* CDPH 4134 and returns with proof of pregnancy or loss, LA staff must reinstate the current certification or complete a new certification into the appropriate category.

#### **AUTHORITY:**

[7 C.F.R. §246.7\(c\)](#)

[22 C.C.R. §40671](#)

[Health & Safety Code §123280](#)

#### **CROSS-REFERENCE:**

WPPM 200-01 Eligibility Requirements

WPPM 280-20 Criteria for Disqualification

WPPM 220-30 Telehealth Privacy and Confidentiality

Notice of Action at Initial Certification and Recertification (CDPH 4134)