

CERTIFICATION

WPPM #240-10

Subject: Certification Periods

Item: Length of Certification

PURPOSE:

To outline the length of certification for each category and for category change for pregnant and postpartum participants during their certification period.

POLICY:

- I. Local agency (LA) staff is encouraged to notify each participant or family representative/caretaker of the length of their certification period when the initial certification is completed.
- II. LA staff must provide notification to the family representative/caretaker not less than 15 days before the termination of each certification period. Refer to WPPM 280-30.
- III. LA staff must not change certification periods in WIC WISE Admin for LA or participant convenience.

PROCEDURES:

I. Certification Period

Certification periods are automatically determined by the WIC Web Information System Exchange (WIC WISE) for eligible participants who meet all requirements at initial certification and recertification. The length of the certification period may be shortened if a participant is being terminated from the program (e.g., due to increased income) prior to expiration of the certification period or their WIC eligibility category changes. Refer to WPPM 280-30.

A. Pregnant Category

1. The duration of the pregnancy, and up to the last day of the month in which the infant becomes six weeks old or the pregnancy ends.

B. Non-breastfeeding Category

1. Approximately six months, up to the last day of the sixth month after the baby is born or the pregnancy ends.

C. Breastfeeding Category

1. Up to the last day of the month in which the infant turns one year old, or until breastfeeding ceases, whichever occurs first.

D. Infant Category

1. Approximately one year, if the infant was certified under six months of age, ending with the last day of the month in which the infant turns one year old.

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2. Six months ending with the last day of the sixth month if the infant was certified at six months of age or older.
 - E. Child Category
 1. One year for children up to four years old. For children over four years old, certification ends at the end of the month in which the child reaches their fifth birthday.
 - II. Category change during a certification period.
 - A. Breastfeeding to Non-Breastfeeding
 1. Less than six months postpartum
 - a. Complete Breastfeeding Status Change in WIC WISE.
 - b. Update the record with new nutrition risk criteria, if applicable, and continue to provide benefits until the end of the sixth month following delivery.
 2. More than six months postpartum
 - a. Issue a *Notice of Action During WIC Certification Period (CDPH 4304)* and terminate the participant as categorically ineligible as of the current day and do not provide benefits.
 - B. Non-Breastfeeding to Breastfeeding
 1. Complete Breastfeeding Status Change in WIC WISE.
 2. Update the record with new nutrition risk criteria, if applicable, and continue to provide benefits until the end of the 12th month following delivery.
 - C. Breastfeeding or Non-Breastfeeding to Pregnant
 1. Recertify as Pregnant.
 - D. Pregnant to Pregnant
 1. Recertify as Pregnant.
 - E. Pregnant to Breastfeeding or Non-Breastfeeding
 1. Recertify as Breastfeeding or Non-Breastfeeding.
 - III. Category change during a certification period when the LA can no longer serve that particular priority category. Staff must:
 - A. Issue a *Notice of Action During WIC Certification Period*.
 - B. Terminate the participant.
 - C. Place on Wait List. Refer to WPPM 230-20.
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IV. Recertification Period

- A. The following guidelines apply to subsequent certifications:
1. A participant is eligible for benefits only when in a current certification period.
 2. LA staff can complete recertifications in the month the current certification period ends or the month after.
 3. If recertification occurs before the current certification period has ended, it will end date the current certification period and the new recertification period becomes effective immediately.
 4. LA staff can extend the certification period by 30 days for Infant and Child categories in cases where there is difficulty in appointment scheduling.
- B. The prenatal certification period is valid until a “six-week postpartum recertification” is conducted after the pregnancy ends. During the six weeks following delivery, LA staff must issue the appropriate food package according to the participants’ current category for one benefit period only for participants whose recertification will not occur until the following month.

AUTHORITY:

[7 CFR §246.7\(g\) and \(h\)](#)

[22 CCR §40677](#)

WRO Policy Memo 8/29/2011: Guidance for Providing Quality WIC Nutrition Services During Extended Certification Periods

CROSS REFERENCE:

WPPM 230-20 Waiting Lists

WPPM 280-30 Notices of Action

WPPM 1000-140 WIC WISE Forms Job Aid