

Subject: Mid-Certification

Item: Mid-Certification Nutrition Assessment

PURPOSE:

To maintain the quality and accessibility of WIC nutrition services for participants certified for longer than six (6) months.

POLICY:

- I. Local agencies (LA) must schedule a mid-certification assessment for breastfeeding, infant, and child participants who are certified for longer than 6 months. LAs must schedule the mid-certification during specific timeframes based on participant category, as described in Section I of the procedure(s).
- II. During the mid-certification, LAs must perform a nutrition assessment as described in the procedure(s) and provide appropriate nutrition education, breastfeeding promotion and support, and referrals.

PROCEDURE(S):

- I. Timeframe for the Mid-Certification Nutrition Assessment
 - A. LAs must perform the mid-certification nutrition assessment within the following timeframes for participants who are certified for longer than 6 months:
 1. Infants: five to seven months of age.
 2. Children: fifth to seventh month of the certification period. For children who are turning five years old and who have a certification period that is longer than six months but shorter than one year, the LA must schedule the mid-certification approximately within the middle months of the certification period.
 3. Breastfeeding participants: five to seven months postpartum. This requirement applies to participants who are doing any amount of breastfeeding.
- II. Components of the Mid-Certification Appointment
 - A. Anthropometric Measurements
 1. LA staff must document participant anthropometric measurements and assess growth and/or weight status. Refer to WPPM 210-10.
 2. If neither the participant nor an acceptable source of anthropometric measurements is available:
 - a. Reschedule the mid-certification appointment to the following month.
 - b. Single-issue food benefits.
 - c. Request for the family representative/caretaker to bring the participant or current anthropometric measurements to the next appointment.

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3. If the LA cannot reschedule the mid-certification because it is already the last month that the mid-certification can be scheduled (i.e. 7th month), staff must proceed with the mid-certification appointment without the anthropometric measurements.
- B. Bloodwork (as necessary)
1. If bloodwork is due, staff must document the bloodwork/anemia screening results or the reason that bloodwork was not obtained. Refer to WPPM 210-11.
 2. Staff must review the bloodwork results to assess abnormalities and provide nutrition education as appropriate.
- C. Review and Update of Health and Dietary Assessment
1. A Competent Professional Authority (CPA) must perform a health and nutrition assessment to identify and assess major changes in the participant's health/dietary status since the previous certification/recertification.
 2. For infant mid-certifications, the CPA must ask and record responses to all questions contained in the "Nutrition" screen. It is not necessary to re-ask the questions in the "Health" screen.
 3. For mid-certifications for children and breastfeeding participants, the CPA is not required to re-ask the questions contained in the "Health" and "Nutrition" screens. Instead, the CPA is allowed to perform an assessment that consists of the following:
 - a. Briefly reviewing the participant's past health/dietary information recorded in the "Health" and "Nutrition" screens.
 - b. Asking the participant if there are any new concerns, new medical diagnoses, or changes in eating pattern or physical activity behaviors.
 - c. Reviewing the previous Care Plan(s) and goal(s).
 - d. If there are any updates, the CPA must make changes to the appropriate questions in the "Health" and "Nutrition" screens.
- D. Documentation of Nutritional Risk
1. Identification of a new nutritional risk is not required for the mid-certification.
 2. If the CPA identifies any new risks during the assessment, the CPA must ensure proper documentation of the risks by verifying that an appropriate risk was generated based on the new or updated information entered on the "Health" and/or "Nutrition" screens, or by manually assigning the appropriate risk(s) into WIC WISE.

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E. Nutrition Education/Counseling

1. The CPA must provide age and developmentally-appropriate guidance and dietary recommendations based on:
 - a. Information collected during the nutrition assessment.
 - b. The participant's previous Care Plan(s) and goal(s).

F. Update of Care Plan

1. The CPA must:
 - a. Update the status of the participant's current goal.
 - b. Document a new goal if appropriate (e.g., the participant has met the previous goal or the participant has not met the previous goal but wants to choose a different goal).
 - c. Create a follow-up note on the existing Care Plan.

G. Referrals

1. As necessary, staff must provide follow-up on referrals made during the previous certification/recertification and offer new referrals if appropriate.

III. Missed Mid-Certification Appointments

- A. If the mid-certification is not completed on the scheduled appointment date, LA staff must issue only one month of benefits at a time until the mid-certification is completed or the timeframe for completing the mid-certification has passed (See Section I for timeframe).
- B. If the timeframe for completing the mid-certification has passed, the LA should no longer attempt to reschedule or complete the mid-certification. Instead, the LA should move on to the next nutrition education contact in the participant's Nutrition Education Plan.

IV. Exemption from Being Present at Mid-Certification

- A. Infants and children participants are exempt from being present at mid-certification if the family representative/caretaker provides the infant or child's anthropometric data. This data must be:
 1. Provided from referral forms or other allowable sources. (Refer to WPPM 210-10). It is not required for the source of the anthropometric data to be scanned and uploaded into WIC WISE.
 2. Measured within 60 days of the date of the mid-certification appointment.

CERTIFICATION

WPPM #240-30

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AUTHORITY:

[7 CFR §246.7\(e\)](#)

USDA WIC Guidance 8/29/2011: Guidance for Providing Quality Nutrition Services During Extended Certification Periods.

USDA WIC Policy Memorandum 2006-05: VENA – A WIC Nutrition Assessment Policy

USDA WIC Policy Memorandum 2011-5. WIC Nutrition Risk Criteria.

Value Enhanced Nutrition Assessment (VENA)

CROSS REFERENCE:

WPPM 210-10 Determining Nutritional Risk – Anthropometric

WPPM 210-11 Determining Nutritional Risk – Biochemical

WPPM 700-02 Referral Requirements

WPPM 970-100 Minimum Immunization Screening and Referral Protocol