

# Policy and Procedure (DRAFT) Changes





Had to rewrite the P&P to incorporate HANDS instead of referring to AIM. All of the documentation changes for HANDS will be covered in HANDS training



# Before we get started...

- Some changes being proposing is an interpretation of USDA guidance, but have not been approved yet
- We will be posting and using the DRAFT until we hear otherwise



# Federal Requirement or Making Life Easier?

**Federal Requirement**



**Making life easier**



# Chapter 1

- Would like to add information about the process for opening a new clinic, moving a clinic, or closing a clinic
- Not new policies, was never in P&P before



# Chapter 2



# Physical Presence



- No longer need medical documentation excusing participant from being present
- Continue to need medical documentation of anthropometric data as that data is require for a certification

You probably  
don't recognize  
me without  
my cape

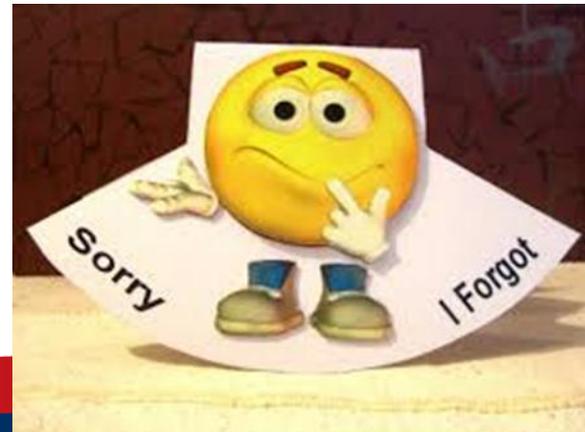
# Known to WIC

- May now use “known to WIC” as a proof of ID after the initial certification if the participant is known by the staff member



# Forgot Documentation

- Participant will sign “Forgot Income Documentation” signature type in HANDS verifying that the income they reported was true and they are aware they only get 1 month of benefits and must return to the clinic with proof within 30 days



# 30 day Certification for no proof

- A “grace period” can only be given once in a certification period, and under no circumstances can a subsequent grace period be given
- EXAMPLE: Mom brings 2 year old in for a cert and forgets proof of income. She returns 3 months later with no proof, another grace period cannot be given as that cert would still be valid

# WIC Code 135

- Not a new code, but AIM wasn't programmed for it
- **HANDS will assign** if actual growth is < expected
- **STAFF SHOULD ASSIGN** when infant has not reached birth weight by two weeks of age



# Medical Documentation for WIC Codes

- WIC Code 359 Recent Major Surgery, Trauma, Burns, **IF it occurred more than 2 months previous and has a continued need for nutritional support**
- If less than 2 months has passed, self-report is ok



# One Year Certifications



- Children certified in HANDS will be certified for 1 year instead of 6 months
- Exception: infants that receive new certification between 6-11 months will still have a 6 month certification

# Mid-Certification Assessment

- This is not new
- All certs that last for 1 year must have complete assessment around the 6 month mark
- Includes all components of a cert except eligibility
- HANDS will start flagging the need 20 weeks after cert start date



# Partially (mostly) Nursing

- All PN and IPN categories will read Partially (Mostly) Nursing when written.
- Category will remain PN and IPN in HANDS



# Synchronized Pick-up Dates

- All family members will have the same pick up date and that pick up date will not change as long as there is a family member in an active cert
- Will eliminate over-issuance of benefits in a benefit month
- Necessary for EBT

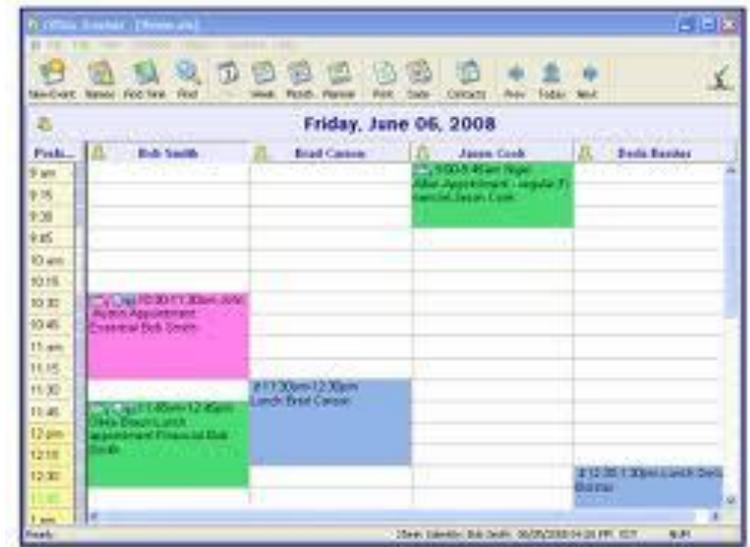


# Referral List Requirements

- Requirements for what to include on the local agency referral list updated in include
  - Program name
  - Phone number and/or website (if applicable)



# Accommodations



- Local agencies must be able to make an appointment for a client that requests one due to work schedule even if they are a “walk-in only” clinic
- Not new, but a reminder as more agencies are going to walk-in only

