

Answer Key for WIC Certification Overview Module

Practice Activity – A

1. Locate the [Minnesota Operations Manual](#) (MOM) on the MN WIC Website. (Hint: it's under the Local Agency tab) Familiarize yourself with [Chapter 5: Certification](#), noting what information is contained within this chapter.

Answers are Subjective.

2. Review the form, [Your Rights and Responsibilities in WIC](#). Ask your preceptor to demonstrate the procedure for signing the keypad. Also ask for a demonstration of what to do if the R & R form was not signed at the previous appointment, and how to scan a signed paper copy into the Information System.

Answers are Subjective.

3. Ask your WIC Coordinator what types of breastfeeding support are offered at your clinic.

Answers are Subjective.

4. To what community services or programs does your clinic commonly refer participants? Review any referral information that your clinic may use.

Answers are Subjective.

5. Observe a variety of appointments and procedures from start to finish. Note the various steps in the certification process during your observations. Your preceptor can help arrange your observations.

- Applicant Prescreening (If possible, observe the staff screen applicants over the phone.)
- Participant transfer in or out of the agency (if possible)
- Certification – Pregnant Woman
- Certification – Infant/BF Mom
- Certification – Child
- Recertification – Child
- Midcertification—9 mo. Infant or Child
- Additional Education Contact (Nutrition Education)

Skills Check – #1

1. What are the 4 main types of appointments that WIC participants are scheduled for when enrolled in WIC?

- Certifications
- Recertifications
- Midcertifications
- Additional Education

2. What is the purpose of prescreening?

Prescreening is used to determine if a person interested in WIC is likely eligible to receive the services, based on federal program guidelines

3. What is the purpose of the certification and recertification appointments?

A thorough assessment is conducted to determine eligibility for WIC services.

4. How do cert/recert. appointments differ from midcertification appointments?

*The midcertification appointment **focuses on nutrition assessment and education**. The administrative components of certification are not required including Proof of income, Proof of address, Proof of ID, Rights and Responsibilities*

5. How often do participants receive nutrition education?

Nutrition education must be offered to WIC participants at least quarterly.

Skills Check – #2

1. Review [MOM 5.2 Certification Procedures](#)

Answers are Subjective

2. What are three acceptable forms of documentation of residency?

Examples include:

- Bill
- Driver's license
- Rent receipt
- Lease agreement
- Mail addressed to applicant

ANSWER KEY FOR WIC CERTIFICATION OVERVIEW MODULE

- Pay stub
3. List three acceptable forms of ID for children
Examples include:
- Birth Certificate
 - Crib Card
 - Baptismal Certificate
4. List three acceptable forms of ID for women
Examples include:
- Driver's license
 - Passport
 - Photo ID from school
5. Practice what you would tell a participant about what documentation s/he needs to bring to the certification appointment. It may be helpful to practice aloud with a co-worker.

Answers are Subjective

Practice Activity- B

1. Use the [Minnesota WIC Income Guidelines](#) and answer the questions about each situation.
- *Maria lives with her husband who gets paid \$500 once a month. They have two children under 5. Maria works 20 hours per week during the school year (40 weeks/year) and makes \$10.00 per hour.*
 - a. What is their household size? **4**
 - b. What is their household income? **\$14,000**
 - c. Is anyone in the household income eligible for WIC? **The two children**
 - *Shondra is pregnant with twins. She lives with her boyfriend and a roommate. The roommate doesn't have a job and Shondra and her boyfriend are paying for his food. Shondra makes \$200 a week (The information system calculates the annualized amount to be \$10,400), and her boyfriend makes \$1000 a month.*
 - a. What is their household size? **5**
 - b. What is their household income? **\$22,400**
Is Shondra income eligible for WIC? **Yes**

ANSWER KEY FOR WIC CERTIFICATION OVERVIEW MODULE

- *Justin has sole custody of his 2-year-old son and is at WIC to request benefits for the child. His ex-wife pays child support of \$700 a month. Justin also receives \$400 a month in unemployment benefits. He and his son live alone.*
 - a. What is their household size? **2**
 - b. What is their household income? **\$13,200**
 - c. Is Justin's son income eligible for WIC? **Yes**
2. Answer the income eligibility questions about the following scenario.
- *Alexander Smith is 2 years old and is at WIC for his first certification appointment. He lives with his mom, Jane, in an apartment. Jane receives a \$500 per month from MFIP/TANF). She brings with her to the appointment:*
 - *Her Minnesota Driver's License*
 - *Alexander's birth certificate*
 - *A letter stating her MFIP award*
 - *An electricity bill with her name and address on it*
 - a) What is the household size? **2**
 - b) How would you determine income eligibility for this household?
Adjunctive eligibility with MFIP
 - c) What information is needed to document their income? **The MFIP Award letter**
 - d) What is Alexander's proof of ID and residency? **Birth Certificate, Jane's Driver's license, and the electricity bill**
 - e) Is Alexander adjunctively eligible? **Yes**
 - f) Would Jane need to bring back proof later? **No**
3. Review your agency's Separation of Duties written plan. What is your role in your agency and how does it fit with SOD?

Answers are subjective

Final Skills Check

1. Prescreening helps determine if an applicant appears eligible for WIC benefits.
True
2. An infant who is less than 6 months at the first WIC appointment is certified until their first birthday but an infant older than 6 months is certified for a period of 6 months.
True

ANSWER KEY FOR WIC CERTIFICATION OVERVIEW MODULE

3. The process for recertification of a participant is almost identical to the initial certification.

True

4. WIC participants need to provide documentation of identity, residency, and income at all certification visits, not just the initial one.

True

5. Examples of acceptable documentation of identity include birth certificate, driver's license, crib card, passport, and Health Benefits card.

True

6. Examples of documentation of residency could include: a bill, driver's license, a lease agreement, mail addressed to the applicant, or pay stubs with an address.

True

7. If an applicant does not bring all the required documentation, s/he has 45 days to bring the document(s) to the WIC office.

False: The applicant has 30 days to return with the required documentation.

8. The two ways a person can be income eligible is by adjunctive eligibility and/or by meeting WIC Income Guidelines.

True

9. Participation in Medical Assistance or Head Start makes an applicant adjunctively income eligible for WIC services.

True

10. In order to be presumptively eligible for WIC an applicant must be willing to apply for MHCP.

True

11. A woman with one child living with a roommate would be a household of 2 if she and the roommate split all rent and utilities.

True

12. WIC income guidelines are set at 250% of the federal poverty level.

False: WIC standard income guidelines are set at the 185%. The Adjunct Income Eligibility is at the 275%.

13. A foster child is counted as a member of the foster parent's household, when determining household size.

False: A foster child would be in their own household, separate from the foster parent's household.

14. If one staff person checks income and does the certification appointment and a

ANSWER KEY FOR WIC CERTIFICATION OVERVIEW MODULE

different staff person issues voucher this meets Separation of Duties requirements because two staff people were involved in the appointment

False: The income must be checked by a separate staff member than the one that is certifying the participant.

References- Complete Listing of Hyperlinks

[Minnesota Operations Manual](https://www.health.state.mn.us/people/wic/localagency/program/mom/index.html)

(<https://www.health.state.mn.us/people/wic/localagency/program/mom/index.html>)

[Chapter 5: Certification](https://www.health.state.mn.us/people/wic/localagency/program/mom/ch/ch5.html)

(<https://www.health.state.mn.us/people/wic/localagency/program/mom/ch/ch5.html>)

[Your Rights and Responsibilities in WIC](https://www.health.state.mn.us/people/wic/rights.html)

(<https://www.health.state.mn.us/people/wic/rights.html>)

[MOM 5.2 Certification Procedures](http://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch5/sctn5_2.pdf)

(http://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch5/sctn5_2.pdf)

[Minnesota WIC Income Guidelines](http://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex5/5a.pdf)

(<http://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex5/5a.pdf>)

Minnesota Department of Health - WIC Program, 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

This institution is an equal opportunity provider.