| **SECTION I- GOALS AND OBJECTIVES** | | | | |
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| **POLICY CHANGE/CLARIFICATION** | **FEDRQ?**  **Y/N** | **POLICY SECTION(S)** | **LOCAL AGENCY & PUBLIC COMMENTS** | **STATE AGENCY RESPONSES / ACTIONS** |
| **I. Vendor Management** |  |  |  |  |
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| **II. Nutrition Services & Breastfeeding** |  |  |  |  |
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| **III. Information System** |  |  |  |  |
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| **IV. Organization & Management** |  |  |  |  |
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| **V. NSA Expenditures** |  |  |  |  |
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| **VI. Food Funds Management** |  |  |  |  |
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| **VII. Caseload Management** |  |  |  |  |
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| **VIII. Certification, Eligibility and Coordination of Services** |  |  |  |  |
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| **IX. Food Delivery and Food Instrument Accountability and Control** |  |  |  |  |
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| **X. Monitoring and Audits** |  |  |  |  |
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| **XI. Civil Rights** |  |  |  |  |
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| **SECTION II LOCAL POLICY AND PROCEDURES (P&P)** | | | | |
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| **POLICY CHANGE/CLARIFICATION** | **FEDRQ?**  **Y/N** | **POLICY SECTION(S)** | **LOCAL AGENCY & PUBLIC COMMENTS** | **STATE AGENCY RESPONSES / ACTIONS** |
| **Appendix** |  |  |  |  |
| Updated definitions as needed based on current use. | N | Definitions |  |  |
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| **I. Vendor Management** |  |  |  |  |
| New policy added entitled: Reporting Participant Shopping Problems. This is based off WIC policy memo 2025-2 which was released 11/1/2024. | N | Reporting Participant Shopping Problems |  |  |
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| **II. Nutrition Services & Breastfeeding:** |  |  |  |  |
| Moved all scenarios regarding changes to category status or breastfeeding status to be in the Food Packages policy. Updated formatting and language for clearer instructions. Previously some scenarios were in the Food Packages policy, some were in the Breastfeeding Interview policy. | N | Food Packages (VIII)  Breastfeeding Interview (VII, VIII, IX, X) |  |  |
| Clarified that in cases where infants are hospitalized and mom is fully breastfeeding, you’ll only be able to correctly issue mom’s benefits 1 month at a time (for the current month), not future months until the babies are certified | N | Food Packages (XIX.c.) |  |  |
| Clarified when a Nutrition Interview is required, and when both a Nutrition Interview and Care Plan are required when breastfeeding status changes. | N | Breastfeeding Interview (I, II, III) |  |  |
| Updated the name of the Breastfeeding Interview policy to be “Breastfeeding and the Nutrition Interview” | N | Breastfeeding Interview 🡪 Breastfeeding and the Nutrition Interview |  |  |
| Policies revised to reflect FNS updated food rules. Updated food rules go into effect October 1, 2025 | Y | Food Packages (whole policy),  Foods That are Authorized (whole policy),  Tailoring Food Packages (whole policy) |  |  |
| Exit Counseling is no longer required to be done. Staff should follow VENA guidance to determine what nutrition education and referrals will be most helpful for participants. | N | Nutrition Education (IX) |  |  |
| Removed “Each fiscal year (Oct 1)” as the specified timeline that UAWA president will provide recommendations of staff for the NEC. This hasn’t been followed, and will allow for a more natural flow of when UAWA wants to recommend or change committee members. | N | Nutrition Education (XI.a.) |  |  |
| Removed the line that says the NEC will meet at least quarterly. This will remove undue hardship on clinic flow and allow for the time of members of the NEC to be used most effectively and when needed. | N | Nutrition Education (XI.b.) |  |  |
| Clarified that drug and other harmful substance abuse information must be provided to all participants upon certification. Other types of referrals (health-related and public assistance programs, and Medicaid) should be provided whenever needed. | N | Healthcare Referrals (II. III.) |  |  |
| Simplified language of what to do with tobacco cessation referrals. | N | Healthcare Referrals (V) |  |  |
| Updated language regarding immunization screenings and WIC’s role | N | Healthcare Referrals (VI) |  |  |
| Updated cleaning instructions for multi user pumps. | N | Breastfeeding Aids |  |  |
| Added requirement to upload BF Aid form in VISION when signed in Teletask. | N | Breastfeeding Aids |  |  |
| Added clarification for infant feeding tube devices policy. | N | Breastfeeding Aids |  |  |
| Added clarification on nipple shield policy. | N | Breastfeeding Aids |  |  |
| Got rid of term hospital grade pump and changed to multi-user. | N | Breastfeeding Aids |  |  |
| Added detail to return policy for multi-user pumps and how to handle participants not returning pumps. | N | Breastfeeding Aids |  |  |
| Added clarification on PC policy contacts. | N | Breastfeeding Promotion and Support |  |  |
| Moved a section from food packages to Breastfeeding Counseling. | N | Breastfeeding Counseling |  |  |
| Removed this policy because it was redundant from other policies and is training guidance. All information is found in the Food Package Module or in other policies. | N | Nutrition & Food Package Counseling |  |  |
| Added introduction to the beginning table. Combined information from first table and tables further down in policy so all information is in one place.  Clarified hematological testing ages. Nothing changed, just clarified age ranges in policy. | N | Anthro & Lab 🡪 Anthro & Biochemical Data |  |  |
| Clarified that for pregnant women, “Current weight every visit” means it must be documented every 3 months after certification. | N | Anthro & Biochemical Data (Required Data table) |  |  |
| Added initials as an additional option for WIC staff when checking in formula and issuing to participants. | N | Ordering Formula from State (VII.c.; IX.a.) |  |  |
| Specified that a new risk record, education record, referral record (if applicable), and care plan are required if a FAFAF is received with a medical diagnosis marked that isn’t included as a nutrition risk factor in the participant’s current certification period. It has always been required to create a new care plan when a new nutrition risk factor applies, but is now added explicitly in regards to receiving new FAFAFs. | N | Formula and Food Authorization Form (II.c.) |  |  |
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| **III. Information System** |  |  |  |  |
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| **IV. Organization & Management** |  |  |  |  |
| Added Integrated Services Program (0-8 Care Coordination) to the list of programs with which WIC can share data. |  | Confidentiality |  |  |
| Changed required topic in-service from “Smoking cessation” to “Drug and other harmful substance abuse information” | N | Staff Training (X. b. iii.) |  |  |
| Added that staff must include the number of nutrition education hours each training provided when entering them into the VISION training tracking table. | N | Staff Training (X. g.) |  |  |
| Specified that in order to issue nipple shields, staff must complete the Nipple Shield Module **and** the How to issue a nipple shield PowerPoint. | N | Staff Training (Minimum training required for each WIC function table) |  |  |
| Updated wording to clarify which tracking tables to use for which trainings when documenting in VISION | N | Staff Training (III.f.; X.f.) |  |  |
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| **V. NSA Expenditures** |  |  |  |  |
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| **VI. Food Funds Management** |  |  |  |  |
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| **VII. Caseload Management** |  |  |  |  |
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| **VIII. Certification, Eligibility and Coordination of Services** |  |  |  |  |
| Rearranged the order of instructions under the out-of-state transfers section. Rearranged to be in the order of steps someone would take with a VOC participant. | N | Transfers (III.b.) |  |  |
| Clarified what is and isn’t required for out-of-state VOC appointments. | N | Transfers (III.b.xvi., xvii., xviii.) |  |  |
| Policy added that: Gestational mothers (surrogates) who apply for WIC should be advised to seek legal advice about their WIC status. | N | Categories and Certification Periods |  |  |
| Clarification added regarding time periods that records and proofs are valid for certification. | Y | Steps for Certification |  |  |
| Clarification added regarding using the Medicaid Provider Lookup Tool and PRISM verification for identification that these should be used only when a physical form of ID cannot be provided. | N | Proof of Identity |  |  |
| Clarification added that whenever WIC cards are used as identification, staff must verify the number matches the assigned card in Vision. | N | Proof of Identity |  |  |
| Participant violations policy updated to increase the dollar value of a claim that would require a 1 year disqualification from $100 to $1,000. | Y | Participant Violations |  |  |
| Participant Violation language updated in accordance with a federal regulation change to include selling breast pumps as a violation:  Selling, offering to sell, giving away, or trading WIC cards, supplemental foods, formula, or breast pumps, either in person or online, to anyone other than the individual(s) for which they were issued. | Y | Participant Violations |  |  |
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| **IX. Food Delivery and Food Instrument Accountability and Control** |  |  |  |  |
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| **X. Monitoring and Audits** |  |  |  |  |
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| **XI. Civil Rights** |  |  |  |  |
| Added policy regarding machine/AI translation and interpretation as received from USDA guidance. | Y | Limited English Proficiency |  |  |
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| **Additional Changes** |  |  |  |  |
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| **Other Comments:** |  |  |  |  |
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| **SECTION III- STATE OPERATIONS** | | | | |
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| **POLICY CHANGE/CLARIFICATION** | **FEDRQ?**  **Y/N** | **POLICY SECTION(S)** | **LOCAL AGENCY & PUBLIC COMMENTS** | **STATE AGENCY RESPONSES / ACTIONS** |
| **I. Vendor Management** |  |  |  |  |
| Added canned fruits and vegetables | N | Cash-Value Benefits |  |  |
| Updated to add FDP (Food Delivery Portal) | Y | Evaluation of Authorized Vendors |  |  |
| Renamed to Transaction Processing. Updated to current processes. | N | File Transmission (Claim File – APL) 🡪 Transaction Processing |  |  |
| Updates for online eWIC added | N | Food Delivery System and Transaction Procedures |  |  |
| Modification of some requirements | N | Food Inventory Requirements |  |  |
| Updates for online eWIC added | N | Payment Disputes and Appeals |  |  |
| Updates to vendor agreement and authorization process added. | N | Vendor Authorization |  |  |
| Policy updated to add: Vendor payment adjustments are needed on an occasional basis to ensure fair payment to vendors and avoid underpayments, overpayments, and duplicate payments. | N | Vendor Payment Reconciliation |  |  |
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| **II. Nutrition Services & Breastfeeding** |  |  |  |  |
| Polices updated to reflect new food rules. | Y | Foods That are Authorized, Food Packages |  |  |
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| **III. Information System** |  |  |  |  |
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| **IV. Organization & Management** |  |  |  |  |
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| **V. NSA Expenditures** |  |  |  |  |
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| **VI. Food Funds Management** |  |  |  |  |
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| **VII. Caseload Management** |  |  |  |  |
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| **VIII. Certification, Eligibility and Coordination of Services** |  |  |  |  |
| Updated policy to add more detail and current processes for how interstate dual information is shared and processed between bordering state agencies. | N | Interstate Dual Enrollment |  |  |
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| **IX. Food Delivery and Food Instrument Accountability and Control** |  |  |  |  |
| New policy section added related to Account Balance Corrections (ABCs) and vendor payment adjustments. | N | Account Balance Corrections and Vendor Payment Adjustments |  |  |
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| **X. Monitoring and Audits** |  |  |  |  |
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| **XI. Civil Rights** |  |  |  |  |
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| **Other Comments:** |  |  |  |  |
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