

Homeless and Domestic Violence Shelters

- I. Supplemental foods may be provided to homeless individuals who temporarily reside in a shelter as long as the participant is eligible and the following conditions are met:
 - a. Participant has free access to their food.
 - b. The shelter cannot receive financial or in kind benefits from a person's participation in WIC.
 - i. For example, the homeless facility does not transfer WIC food to their general inventories or reduce the amounts of food given to the WIC participant.
 - c. WIC foods must not be used in communal feedings.
 - d. Proxies from the shelter may not routinely pick up WIC checks for all program participants in bulk.
 - e. The homeless facility places no constraints on the ability to participate or partake of the supplemental foods, nutrition education, and breastfeeding support available under the WIC program.
 - f. Both the participant and the shelter should be made aware of these conditions.
 - g. A Memorandum of Understanding (MOU) must be set up between the local agency and homeless or domestic violence shelters that house active WIC participants.
- II. Local agencies will monitor compliance in their area's homeless and domestic violence shelters to ensure that the above criteria are followed.
 - a. A representative of the local agency must visit each shelter serving WIC participants at least once every three years. Agency staff must speak with a representative of the facility and complete the Utah WIC Homeless Shelter Monitoring Form, documenting compliance.
 - b. Shelters which house WIC participants that do not have an MOU with the local agency must be visited within 30 days of the participant's certification date and the monitoring form must be completed.
 - c. This visit is also a good opportunity to conduct outreach.
 - d. A copy of the Utah WIC Homeless Shelter Monitoring Form must be kept on file at the clinic, and a second copy should be sent to the shelter after the on-site visit.

- e. The clinic's file for homeless shelters will be checked by the State agency during management evaluations of the local agency.
- III. Local agencies will ask the approved shelters to contact the local agency if conditions change and they no longer qualify as an approved shelter.
- IV. If a shelter no longer meets conditions to be approved by WIC, or if after the initial review by the local agency, the shelter is not approved, the local agency must contact the State agency for instructions regarding certified participants who reside in the shelter.
- V. The Utah WIC Program does not provide food benefits to applicants living in an institution where meal service is provided. This does not include homeless and domestic violence institutions. (See Residency.)