

Ineligible Applicants

- I. Persons ineligible for the WIC program must be notified in writing of their ineligibility. Notification must include the reasons for ineligibility and the right to a fair hearing.
- II. Ineligible at the time of application. Applicants who initially apply for the WIC Program but do not meet all three of the criteria for eligibility (residency, income, and nutritional risk) are ineligible to receive WIC benefits.
 - a. Ineligible applicants must be asked to sign the signature pad indicating that they understand that they are not eligible for the program at the current time.
 - b. Ineligible applicants must be issued a Notice of Ineligibility printed from the VISION system.
 - c. Documentation that the printed notice was given to the applicant is made in the comments screen or a copy of the notice is scanned.
- III. Applicants or participants who would like to appeal a decision made by the local agency may request an informal Agency Conference or a may request a Fair Hearing. Appellants may be encouraged to attempt to settle the dispute in an Agency Conference before requesting a Fair Hearing. See *Appeals* for more information.