

## **Rights and Responsibilities**

- I. The Rights and Responsibilities form (R&R) is a form that explains the basic rights of WIC participants, and describes the responsibilities that WIC participants must follow to receive program benefits.
  - a. Participant violations that can cause suspension or disqualification from the program are described in general.
  - b. The WIC Privacy policy is explained, as well as the purposes which confidential WIC information may be shared. (See the section entitled *Confidentiality* for more information on these programs.)
  - c. Proxy designation and proxy responsibilities are explained.
  - d. The USDA non-discrimination statement and complaint information is included.
- II. Rights and Responsibilities procedures.
  - a. This form must be read by the applicant (endorsers and any proxies) at each certification. If the applicant is unable to read this form it must be read to them.
    - i. A laminated copy of the R&R is provided to clinics by the State for participant use.
  - b. Applicants should be given sufficient time to read the R&R.
  - c. Verbal reminders on important points should be given, such as a reminder not to sell or give away WIC foods or formula.
  - d. A signature must be captured on the electronic signature pad for the Rights and Responsibilities form at the time of certification for each participant.
  - e. A take-home copy of the R&R form must be given to all applicants at the initial certification and at subsequent certifications when there is a new revision of this form.
- III. Rights and Responsibilities update procedures. When changes to the R&R form are required or suggested, several steps are required.

- a. State staff generally provides an opportunity for local staff to provide comments and input on the change.
- b. If the State agrees to make the change it must be approved by USDA and becomes part of the State Plan.
- c. Where changes are made regarding programs with which WIC shares confidential participant information, the Executive Director of the Utah Department of Health must agree with the sharing of information and a memorandum of understanding (MOU) with the program must be signed.
- d. Printed copies of the newly revised R&R are distributed to clinics to be placed in ID packets and laminated copies are provided to be read by applicants at certification.