Rights and Responsibilities Procedures

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 (parent/guardian) 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.
      ii. The R&R is available in both English and Spanish and 14 additional languages.
      iii. If translation into additional languages is necessary, clinic staff are encouraged to use the Google Translate website to copy and paste text from the R&R for translation into the needed language.
      iv. Audio recordings of the R&R being read in 14 languages are available on SharePoint.

   b. Applicants should be given sufficient time to read the R&R.

   c. Verbal reminders on important points should be given.
      i. it is required that clinic staff verbally remind participants that selling, giving away or even offering to sell WIC formula, food or eWIC cards is a violation of the Rights and Responsibilities. This is considered fraud.

1. Participants will be expected to pay back the value of the benefits. If repayment is not made, the participant will face suspension or disqualification.
2. Any items a WIC participant offers for sale that are the same as items WIC has provided will be assumed to be WIC items. The burden of proof will be on the participant to demonstrate that they were not WIC items.

d. A signature must be captured on the electronic signature pad for the Rights and Responsibilities form on the day of certification before benefits are issued.
    i. Only one signature per family is required for the R&R regardless of the number of family members being certified.
    ii. The signature can be captured at any point during the appointment prior to benefit issuance by any staff member.
    iii. Proof of identity for the person signing for the R&R is required at the time of signing. The eWIC card may be used as proof of ID.
    iv. By signing the R&R, the client is stating that they have read and understand their rights and responsibilities. Clients should not be asked to sign until after they have been given an opportunity to read the R&R that day.

e. The text of the R&R is included in the front of the Utah WIC Authorized Foods booklet for participant reference.

f. Proxies (authorized shoppers) must read the R&R in the clinic prior to being recorded in VISION as a proxy and prior to the parent/guardian sharing the PIN number with them. A proxy signature is not required.

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. Laminated copies of the new R&R will be distributed to all clinics by the State WIC Office. The R&R text in the authorized food booklet will be updated at the next printing.