



**Week ending issue: January 25, 201 - Issue #167**

## **Policy**

### **From the WIC Certification Manual - 215.15 Physical Presence at Certification Subsequent Certifications for Children**

All children must be physically present at least every other certification. Infants certified to their first birthday must be present at the 12-month certification appointment. Infants certified after they are 6 months old can be exempted from clinic at their second certification if all parameters are met.

Local agencies may exempt children from being physically present at a subsequent certification appointment if the child:

- Was present at the initial WIC certification, **and**
- Has documentation of ongoing health care from a provider other than the local WIC agency, **and**
- Is under the care of working parents/caretakers whose working schedule(s) present a barrier to bringing the child to the WIC clinic, **and**
- Was physically present for certification at least once in the previous 12 months.

Note: For the purposes of this policy, the definition of working includes parents/caretakers in school. If there are two parents in the household, both must be working or in school to be eligible for this exemption.

Documentation of ongoing health care means written documents that substantiate statements made by the parent/caretaker. Examples of acceptable documentation include but are not limited to:

- Written communication from the provider or the provider's staff on stationary or prescription pads bearing the name of the provider's practice,
- Referral data recorded on a Nutrition Health History card that clearly identifies the provider's name,
- A bill or Explanation of Benefits statement listing services provided, and
- A copy of a physical form for preschool or for other purposes.

#### Notes:

- When acceptable documentation is provided, write a nutrition care plan that includes a statement about the child's ongoing health care.

If the parent/caretaker fails to bring documentation, continue with the certification appointment. Send or fax a Request for Information form to the child's primary health care provider requesting documentation

of ongoing care. When documentation is received, write a nutrition care plan with a statement about the child's ongoing health care.

## Information

### Certifying a VOC participant before their VOC has Expired

Information on how to handle a VOC that comes in for a certification appointment before the last day of their VOC is up. The Following would be the steps to complete:

Complete certification appointment as usual. Hit Certify (you will notice the cert end date has not change)

Then go to **Certify** tab and do a **New Today** termination with the Termination Reason **Participant request** (because there is no other good reason to use and they are requesting you re-certify them today). Go back to the **Family** tab and do a New Application with the correct Participant Type. Then press **Certify** on the **Certify** tab again. You will now see the Certification End date has changed to the correct date and if you go back through the applications you will still have the VOC info for historical purposes.

### New Formula Approval Process

There are many components to formula issuance for participants and because of that the state office has been working to improve the process for issuance and approval of new formulas. We are now ready to implement a new process and have developed several documents to assist with the new procedure.

- Iowa WIC Formula Issuance Guide
  - The issuance guide provides information on contract, non-contract, special and RTF formulas.
- Iowa WIC Program Product Formula Guide
  - The formula guide lists all approved formulas and includes important information for WIC staff. The guide will now take the place of the Formula Issuance for Infants and Formula Issuance for Women and Children documents.
  - The formula guide lists only the approved formulas that are currently active in IWIN.
  - The state office will review the approved formulas in IWIN every 6 months and if a formula has not been issued during that time period then it will be deactivated. A new formula application will then need to be submitted for us to possibly again activate the formula.
- Iowa WIC Formula Application
  - The application must be used when a local agency is requesting the approval of a new formula after receiving a prescription from a medical provider.
  - The application may be completed entirely by local agency staff or in partnership with the state office.
  - If completed by the local agency, the application must be submitted via email to the state office using the attached word document.

All of these documents were sent to the local agency coordinator and lead staff on January 24, 2013. We are also currently in the process of developing a local agency private web portal and all of these documents will be posted on this site. The WIC coordinators will learn more about the web portal on January 29<sup>th</sup> during the scheduled contractor meeting webinar.

Please take the time to review these documents and if you have questions contact your nutrition consultant.

## ***Reports***

### **Interpreter Needs Report**

The Interpreter Needs Report can be used to help determine when interpreters will be needed. This report is found under the Scheduler Reports section in IWIN. Data from this report is pulled from scheduled appointments where the preferred language is something other than English. The report shows the following information:

- Clinic
- Appointment date and time
- Parent/Guardian Name
- Participant Name
- Preferred Language

## ***eWIC Update***

### **EBT Process in Surrounding States**

The list below shows where other surrounding states are in the EBT process:

- Illinois: Platform not announced
- Wisconsin: Online
- Minnesota: Has not begun the EBT process
- Nebraska: Planning stage
- Kansas: Has not begun the EBT process
- Missouri: Offline

## ***Dates to Remember***

### **2013**

- Contractor's Meeting – January 29, 2013
- NETC Webinar (All new staff) – February 14, 2013 from 8:30 to 11:30
- NETC Webinar (CPA) – February 21, 2013 from 8:30 to 11:30
- NETC Webinar (Support Staff) - February 28, 2013 from 8:30 to 11:30
- Maternal and Breastfeeding Core Workshops – March 27-28, 2013
- WHO Growth Chart Webinar for CPA's – April 9, 2013 from 12:00 p.m. to 1 p.m. (attend one session – 4/9 or 4/23)
- NETC Webinar (All new staff) - April 11, 2013 from 8:30-11:30
- NETC Webinar (CPA) – April 18, 2013 from 8:30-11:30
- WHO Growth Chart Webinar for CPA's – April 23, 2013 from 12:00 p.m. to 1 p.m. (attend one session – 4/9 or 4/23)
- NETC Webinar (Support Staff) – April 25, 2013 from 8:30-11:30

- NETC Webinar ( All new staff) – June 13, 2013 from 8:30-11:30
- NETC Webinar (CPA) – June 20, 2013 from 8:30-11:30
- NETC Webinar (Support Staff) – June 27, 2013 from 8:30-11:30
- NETC Webinar (All new staff) – August 8, 2013 from 8:30-11:30
- NETC Webinar (CPA) – August 15, 2013 from 8:30-11:30
- Contractor’s Meeting – August 20, 2013
- NETC Webinar (Support Staff) – August 22, 2013 from 8:30-11:30
- Infant and Child Core Workshop – August 29, 2013
- NETC Webinar ( All new staff) – October 10, 2013 from 8:30-11:30
- NETC Webinar (CPA) – October 17, 2013 from 8:30-11:30
- NETC Webinar (Support Staff) – October 24 from 8:30-11:30
- Communication and Rapport Building Workshop – October 29, 2013

### Available Formula

Product	Quantity	Expiration Date	Agency	Contact
Pediasure Peptide 1.5 Cal Vanilla	1 case (24 RTU containers)	3/1/2013	Broadlawns	Rose Logan 515-282-5800
	3 cases (72 RTU containers)	6/1/2013		
Peptamen Jr. with fiber	36 - 8 - oz	3/1/2013	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488
Infant Neocate	4 cans	3/21/13	HACAP	Debby Hildebrand 319-393-3368
Chocolate Neocate Jr.	3 cans	6/21/13		
Pediasure 1.0 Enteral	1 case (24 cans)	7/1/2013	Pott County	Kris Wood 712-238-5886
EleCare Jr. Unflavored Portagen	1 containers – 14.1 oz	8/2013	New Opportunities	Sharon McDonald Williams 712-830-1329
	5 containers – 16 oz	8/2013		
<i>EleCare Jr Vanilla</i>	3 cans	8/2013	Upper DsM Opportunity	<i>Janet DeLoughery</i> 712-580-4269
KetoCal 4:1 ratio Powder	6 containers	8/29/13	Webster County Health Dept.	Kathy Josten 515-573-4107
Enfagrow Gentlease Toddler formula 24 ounce powder	1	11/01/13	Operation Threshold	Nancy Anderson 319-292-1827
Elecare Unflavored	8 containers 14.1 oz powdered	4/1/2014	Edgerton Women’s Health	Jen Clasen 563-359-6635
Elecare Jr 14.1 ounce powder	2	09/01/14	Operation Threshold	Nancy Anderson 319-292-1827