



Week ending issue: March 1, 2013 – Issue #170

Policy

Pending Terminations - From the WIC Certification Policy and Procedure Manual – Policy 215.30

Participants or their caregiver must be notified if their certification is about to expire within 15 days, but no more than 45 days of expiration of the certification end date.

Two options are available to adequately notify participants of their pending termination.

Option 1

Best practice would be to follow the option outlined below in the following chart:

Step	Action
1	At the beginning of each month, select Reports on the Main Menu in IWIN
2	In the tree view, choose the following: a. Local Agency Reports b. WIC Activity Reports c. Pending System Termination Reports
3	Choose your agency and select the “Next Month” drop down choice under Month Requested.
4	Bring up the report and export to a PDF or Excel file and print
5	Contact each individual on the report via phone, text, or written notice to ensure that an appointment has been scheduled and to inform the participant that their benefits will end if they do not come in for their appointment. Document on the report attempted contacts and contacts made.
6	File the report in the month and year the participants will be terminated.

Option 2

Step	Action
1	During a participant’s WIC appointment, identify if the participant is needing a certification for their next appointment.
2	Print the next 3 months of checks, if applicable.
3	On the Notice of Recertification card, circle the month that corresponds to the participant’s last month of food instruments before their next appointment, place the card in front of the participant’s third month of checks, and fill in these scheduled date and time. The Notice of Recertification card can be found in Policy 215.30B

Reports

Enrollment Report

The enrollment report lists the number of enrolled participants. An enrolled participant is defined as a participant who has an active status. Enrolled status is not related to the receipt of FIs. This report is updated monthly and provides data for a full month. This report can be used to monitor availability of appointments for clinic sites and to evaluate the impact of outreach activities.

Dates to Remember

2013

- 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)
- WHO Growth Chart Webinar for CPA's – April 23, 2013 from 8 a.m. to 9 a.m. (attend one session – 4/9 or 4/23)
- Contractor's Meeting – August 20, 2013
- Infant and Child Core Workshop – August 29, 2013
- Communication and Rapport Building Workshop – October 29, 2013

New Employee Training Go-to-Meeting

- NETC Go-To-Meeting (All new staff) - April 11, 2013 from 8:30-11:30
- NETC Go-To-Meeting (CPA) – April 18, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – April 25, 2013 from 8:30-11:30
- NETC Go-To-Meeting (All new staff) – June 13, 2013 from 8:30-11:30
- NETC Go-To-Meeting (CPA) – June 20, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – June 27, 2013 from 8:30-11:30
- NETC Go-To-Meeting (All new staff) – August 8, 2013 from 8:30-11:30
- NETC Go-To-Meeting (CPA) – August 15, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – August 22, 2013 from 8:30-11:30
- NETC Go-To-Meeting (All new staff) – October 10, 2013 from 8:30-11:30
- NETC Go-To-Meeting (CPA) – October 17, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – October 24 from 8:30-11:30

Available Formula

Product	Quantity	Expiration Date	Agency	Contact
Infant Neocate	4 cans	3/21/13	HACAP	Debby Hildebrand 319-393-3368
Chocolate Neocate Jr.	3 cans	6/21/13		
Pediasure Enteral, Vanilla (24 – 8 oz cans per case)	2 cases 2 case	3/2013 7/2013	Mid Iowa Community Action	Addie Brown 515-956-3312 ext. 103

Product	Quantity	Expiration Date	Agency	Contact
EleCare Jr. Unflavored Portagen	1 containers – 14.1 oz 5 containers – 16 oz	8/2013 8/2013	New Opportunities	Sharon McDonald Williams 712-830-1329
EleCareJr Vanilla	3 cans	8/2013	Upper DsM Opportunity	Janet DeLoughery 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