



4 FOOD PACKAGE/FI ISSUANCE

Effective: 3/1/98

4.50 WIC ID (Identification) and WIC Folder

Revised: 1/4/10

Changes in bold

POLICY: The Wisconsin WIC ID (Identification) must be issued from ROSIE for each WIC participant family, and reissued as necessary. The WIC Folder **must** be given to the participant, guardian or proxy to hold and protect the WIC food instruments and ID and **to provide required WIC information to participants.**

NOTE: This policy uses terms that distinguish the woman participant, the guardian and the proxy. In ROSIE and on the WIC ID, the woman participant is designated as the Guardian. For infants and children, the parent or caregiver is designated as the guardian. Others authorized to pick up or spend FIs are designated as proxies.

PROCEDURE:

A. WIC (ID) IDENTIFICATION - GENERAL

1. The purpose of the WIC ID is to identify the person(s) authorized to pick up the food instruments (FIs) at the local WIC Project and use them at an authorized vendor.
2. Participants should be requested to bring their WIC ID all WIC appointments. It will serve as identification at subsequent certification appointments **and FI pick-up**. Otherwise, other identification will be required.
3. The WIC ID is printed from ROSIE separately or along with the participants' FIs. The name of the guardian and authorized proxies must be documented in ROSIE so the Family ID number, participant, guardian and authorized proxies' names will print onto the Wisconsin WIC ID.
4. The authorized guardian or proxy picking up the FIs and using the FIs must sign the WIC ID before shopping for the WIC foods.
5. Signatures on the WIC ID should be compared to the signature on the check register after signing the FIs.
6. Issue one WIC ID per family from ROSIE.
7. Issue the WIC ID at certification and replace as indicated in C. below. Encourage the participant or proxy to keep the WIC ID with the WIC FIs in the WIC folder. Note: some projects staple the WIC ID onto the WIC folder. Also, give a plastic cover to help preserve the folder.



B. AUTHORIZED PROXY SIGNATURES – See also Policy 4.40 Proxies

1. Names of the guardian and authorized proxies are collected at certification and entered into ROSIE. Note: Projects may not hand write the name on the ID to enter into ROSIE later; see 4. below.
2. Proof of identification of the guardian and/or authorized proxy must be provided prior to the issuance of FIs. Identification is checked and signatures are obtained usually at the certification appointment.
3. If the designated guardian or proxy is not present to check ID and obtain a signature, tell the woman participant or guardian that other designated proxies must be informed of the requirement to have all the signature lines of the ID filled in as soon as possible.
 - a) The signature line must be filled in before visiting the store to use the food instrument. If the signature lines are not filled in by the next FI issuance, the lines must be crossed out.
 - b) If the proxy is present at FI issuance and has not yet signed the ID by their printed name, check their identity to verify they are an authorized proxy. Collect their signature on the ID.
4. If there are fewer than two proxies entered in ROSIE, the word “None” will print on the proxy line. Do NOT enter “None” into ROSIE.

C. REPLACING THE WIC ID

1. A new WIC ID must be issued prior to issuance of the next FIs when:
 - a) It is reported lost, stolen, or damaged and the participant still has FIs to use.
 - b) A participant transfers, both in-state (to change the project name printed on the WIC ID) and to Wisconsin from out-of-state or the WIC Overseas Program.
 - c) A participant or guardian wants to add or change a proxy. Project staff may use their discretion to determine if another proxy is necessary before the next certification. Make the change in ROSIE so that the change will print on the WIC ID.
 - d) A child is placed with a new guardian or caregiver, such as a foster child. Transfer the child to the new family and issue a new ID to the new guardian.



2. Unless staff can visually verify the identity of the person asking for a replacement WIC ID, staff should see proof of identity of the person requesting a new ID. Visual verification is not allowed in the high risk areas that have been identified by the State WIC Office.
3. If any participant or guardian/proxy does not present the WIC ID, or if the signature line is blank, the project staff must determine if it is appropriate to issue FIs and/or a replacement ID. Other identification is required to compare the individual's name with the name in ROSIE before issuing FIs and/or a replacement ID.
4. In high risk areas designated by the State WIC Office, project staff must have written or verbal permission from the woman participant or guardian that certified the infant/child prior to issuing FIs and/or replacement WIC ID to a proxy. Exceptions include foster children and custody change. See Policy 4.34 Special Considerations.
5. If there is any reason to believe that the person presenting themselves was not authorized by the woman participant or parent/guardian/caregiver that certified the infant/child (exceptions include foster children and custody change), the project should either:
 - a) Do a wild-card search for the proxy name in ROSIE, or
 - b) Call the woman participant, parent, guardian, or caregiver for verification, or
 - c) Deny the request

D. WIC FOLDER

1. The purpose of the Folder is to protect and store the WIC ID and food instruments, and to provide information. Some projects staple the WIC ID onto the WIC folder.
2. **The folder includes required information for participants about the purpose of the WIC Program and other important features about WIC. WIC staff should refer the participant and guardian to read this panel of information.**
3. The folder includes the WIC Rights and Responsibilities that serves as a copy for the participant. The Rights and Responsibilities form (F-44161/44161S/44161H) is signed at WIC clinic and retained in the participant file. If a participant or guardian signs a translated form, a copy must be inserted into the WIC folder.



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4. The folder includes “At the Store” to remind the participant and parent/guardian how to use the FIs.
5. Completion of the Appointment Calendar chart is optional. Some options include:
 - a) "X" out the month for each set of FIs issued. This procedure does NOT take the place of an “FI look-up” via a wild-card search in ROSIE with participant transfers.
 - b) The Purpose of Visit column may be used to write in dates for secondary nutrition education, rechecks, and certifications, and the name of the participant. This panel may also be used to record the need for documents (e.g., signed Rights and Responsibilities, immunization card or proof) before issuing additional FIs.
 - c) Staple a year’s worth of pick-up days inside and cross those off as FIs are picked up.