Procedure 3-51

**Child and Family Development Programs**

WIC Collection Procedure

Children who are on WIC, nutrition assessments will be completed with the State WIC Office. CFDP Administration Office will submit information to State WIC four times a year in October/November, December/January, February/March and April to ensure that all enrolled children on WIC have a nutrition assessment completed within 90 days of enrollment.

 **Submitting WIC information to Admin for first collection:**

1. If a child has WIC, the complete 10 digit WIC number will be documented on the child application.
2. If the child is enrolled and has WIC, form 3-7 – consent to share information with WIC will be completed and a copy sent to Admin (Original in child’s file).
3. Monitor using CP report 1004:
	1. NO = Not on WIC
	2. ? = WIC # was illegible (need to resubmit)
	3. Blank space = No WIC information.
4. To make changes on CP report 1004:
	1. Print the report
	2. Verify the WIC #s, ? and blank spaces for all children
	3. Write legible the correct WIC # on report 1004 for children who are receiving WIC
	4. Submit the corrected CP report 1004 to Admin

**Receiving WIC information after collection period:**

When WIC information has been received from State WIC, the Admin office will compile the information and send each center a list via email.

1. Complete a CP2c for each child on list and send to Admin
	1. Date of Service is the date State WIC reported as date of collection
	2. The most current collection date is documented for the date of completion, if over 6 months 29 days old from entry date into CFDP, it is not valid and a nutrition assessment will need to be completed using program procedures for non-WIC children.
	3. If referral is necessary, complete referral section
	4. Complete Comments section with result:
		1. Low – no concerns
		2. Medium – possible concerns
		3. High – concerns
			1. **Contact local WIC for follow-up plan. Request the Participant Summary and/or Progress Notes. Work with the family to see what concerns they have and how we can support.**
	5. If the WIC number isn’t listed on CP report 1004 – enter the WIC number on the CP2c.
2. Document in the child’s SOAP, risk level and plan for follow-up
	1. Low – no concerns
	2. Medium – possible concerns
		1. Recommend follow-up with local WIC and/or provide nutrition education at the center level. Work with the family to see what concerns they have and how we can support. Can request **Participant Summary** and/or **Progress Notes** if needed.
	3. High – concerns
		1. **Contact local WIC for follow-up plan. Request the Participant Summary and/or Progress Notes. Work with the family to see what concerns they have and how we can support.**
3. Monitor CP health reports
4. Delete all State WIC information and shred any paper copy after documenting.

**Submitting WIC information to Admin for second, third and forth collection period:**

1. Use CP report 1004 to filter children who need a nutrition assessment since the last collection period
	1. Under “Show Participants”
		1. Check – “Whose enrollment date is between”
		2. Begin Date - Enter the date of the last collection period. (Do not enter an end date)
		3. Preview Report
	2. CP report 1004 will display all children enrolled after the collection period and need a nutrition assessment.
	3. Follow steps in previous section.

**Monitoring**

1. Use CP report 1004 to ensure that the information sent is complete for all children.
	1. Under “Show Participants” do not enter a date to pull up all participants.
	2. If participants are not on WIC, a nutrition assessment needs to be completed within the first 90 days of enrollment following program procedure.
2. Use CP report 1004 in conjunction with other CP health reports when needed.

**Other**

1. Children enrolled after the first collection period, will need a copy of form 3-7 consent sent to Admin with the USDA Enrollment form.
2. For returning children, verify WIC enrollment
3. If children age out of WIC prior to the collection period, the information is still retrievable.
4. For non-WIC children, follow local process for nutrition assessments as outlined in the agency contracts.