



Trainee Edition

Arizona WIC Training
**Eligibility Criteria
Guidebook**



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What Will You Learn?

The Eligibility Criteria LMS course and this guidebook are designed to provide you with basic information regarding the four eligibility criteria (category, residency, income, nutrition risk) that WIC applicants are required to meet to participate in the WIC Program.

After completing the Eligibility Criteria LMS course and this associated guidebook, you will be able to determine during Certification appointments if WIC applicants are eligible to participate in the WIC Program.

Items Needed for This Course

- Pen or pencil
- Local Agency Referral List

Recommended Time

- Approximate time it takes to complete the Eligibility Criteria course: 1 hour
- Approximate time it takes to complete this Eligibility Criteria Guidebook and discussion with your trainer: 1 hour

Things to Remember

- The guidebook is yours to keep.
- You are encouraged to take notes, highlight, and write in the guidebook.
- As your trainer chooses, you may work in a group or as an individual.
- You are encouraged to ask your trainer(s) for help, ask questions about the information in the course, or ask any questions about additional topics related to Eligibility Criteria.

Eligibility Criteria Course Instructions

- ☐ Log onto <https://www.train.org/arizona/home>
- ☐ Search for and launch the Eligibility Criteria LMS course.
- ☐ Complete Eligibility Criteria Course Guidebook Activities, either individually, with other trainees, or with your trainer.
- ☐ Meet with your trainer to discuss each module and the activities.

Module 1: Category and Proof of Identification

MODULE 1 COMPETENCIES:

1. Trainees will be able to identify criteria and associated acronyms for each of the different WIC participant categories.
2. Trainees will be able to assign the correct category to participants.
3. Trainees will be able to refer to accurate sources of information for policies regarding conditional Certifications, forgotten proof of identity (for both ARs and applicants), and no proof of identity.

Module 1: Activity 1

Directions:

Fill in the blanks by matching each category name to its associated acronym.

Name	Acronym
	IPN
Pregnant 18 years or older	
	IEN
	C1
Partially Nursing Plus	
Postpartum	
	IPN+
Two-Year-Old Child	
Partially Nursing	
	IFF
	C3
Pregnant Under 18 years of age	
Four-Year-Old Child	
	EN

Module 1: Activity 2

Directions:

Complete the table below by indicating the correct category for each of the following applicants. If the applicant is not eligible, write N/A.

Applicant Description	Category to Assign
An exclusively breastfeeding infant	
A woman with an 8-month-old infant that is exclusively formula feeding	
A woman that is exclusively breastfeeding her 10-month-old infant	
A fully formula-feeding infant	

Module 1: Activity 3

Directions:

Answer the following questions.

1. A foster mom is applying for WIC benefits for a three-day-old infant that was just placed in her home. She does not have any documentation for the infant except for the infant's crib card that only has "Baby Girl" written on it. She informs you that she does not plan on naming the infant, as she only expects the infant will be living in her foster home for a short period of time. What steps would you take next?
2. A mother applying for WIC benefits for her son forgot his proof of identity, but was able to provide proof of her own identity as his Authorized Representative. What steps should you take next?
3. A father applying for WIC benefits for his daughter was able to provide her proof of identity, but forgot his own proof of his identity as her AR. What steps would you take next?
4. A pregnant woman applying for WIC benefits for herself says that she doesn't have a form of identity and will not be able to provide one at any point in the future. What steps would you take next?

Module 2: Residency

MODULE 2 COMPETENCIES:

1. Trainees will be able to identify situations when ARs are required to provide proof of residency.
2. Trainees will be able to identify acceptable forms of residency documentation to demonstrate proof of residency.
3. Trainees will be able to follow approved procedures for situations when clients have forgotten proof of residency or have no proof of residency.

Module 2: Activity 1

Directions:

Answer the following questions.

1. When are Authorized Representatives required to show proof of their Arizona residency?
2. Name three documents that can be used as proof of address when applying for the WIC Program.
3. A father applying for WIC benefits for his son forgot proof of residency. What steps would you take next?
4. An AR of a homeless family applies for WIC benefits and states that they live in their van and, therefore, don't have proof of residency. What steps would you take next?

Module 3: Income

MODULE 3 COMPETENCIES:

1. Trainees will be able to explain why the term “economic unit” is the preferred term to use when determining income eligibility.
2. Trainees will be able to correctly determine which individuals must be included in an economic unit.
3. Trainees will be able to correctly determine the economic unit for children whose parents live in separate households.
4. Trainees will be able to determine which applicants are eligible for Individual Adjunctive Eligibility and Family Adjunctive Eligibility
5. Trainees will be able to follow approved procedures when applicants forget their proof of adjunctive eligibility, when applicants are determined to be over income limits, and when applicants forget their proof of income or claim to have no income.
6. Trainees will be able to recognize which forms of documentation may be used to provide proof of income.

Module 3: Activity 1

Directions:

Answer the following questions.

1. Describe why it's preferred to use the term "economic unit" instead of "family" when determining income eligibility.
2. Which individuals should be included in an Economic Unit?
3. A child's separated mother and father would both like to separately apply for their child to receive WIC benefits. How would you determine in which economic unit to include the child?

Module 3: Activity 2

Directions:

Complete the matching activity below by indicating if providing proof of participation in the program makes applicants individually adjunctively eligible, makes all applicants in an economic unit adjunctively eligible, or makes all applicants in an economic unit adjunctively eligible only if proof of participation can be provided for infants and pregnant women.

Program Name
____ Section 8 Housing
____ Temporary Assistance for Needy Families (TANF)
____ Food Distribution Program on Indian Reservations (FDPIR)
____ Arizona Health Care Cost Containment System (AHCCCS)
____ Supplemental Nutrition Assistance Program (SNAP)

Program Participation Status
A. Individual Adjunctive Eligibility
B. Family Adjunctive Eligibility
C. Family Adjunctive Eligibility only for Participating Infants and Pregnant Women

Module 3: Activity 3

Directions:

Answer the following questions.

1. If an applicant claims to participate in an adjunctively eligible program but doesn't have proof with them on the day of Certification, what steps would you take next?
2. List three acceptable types of income documentation that WIC can use to determine an economic unit's income eligibility.
3. After entering into HANDS all of the income information provided to you by an AR, a message indicating that the economic unit is over income limits displays. What steps would you take next?
4. During a Certification appointment for an AR who is applying to participate in the WIC Program, you first determine they are not adjunctively income eligible. When you ask for proof of income, the AR informs you that they are employed, but forgot to bring their last 30 days of pay stubs as proof of their income. What steps would you take next?

5. During a Certification appointment, a pregnant woman who is currently living in a homeless shelter informs you that she doesn't have any income. What steps would you take next?

Module 4: Nutrition Risk

MODULE 4 COMPETENCIES:

1. Trainees will be able to identify the specific section of the ABCDE assessment in which a risk code belongs based on the first number of a risk code.
2. Trainees will be able to recognize typical procedures involved in each section of the ABCDE nutrition assessment (i.e., assessment of height and weight, risk of anemia, medical concerns, dietary and environmental concerns.)
3. Trainees will be able to describe situations that are appropriate for the assignment of risk code 401 or 428.

Module 4: Activity 1

Directions:

Complete the matching activity below by indicating the types of risks associated with each “level” of risk codes (e.g., 100, 200, etc.).

Level of Risk Code	Type of Risk
___ 100 Level	A. Dietary Risks
___ 200 Level	B. Environmental Concerns
___ 300 Level	C. Clinical Risks
___ 400 Level	D. Anthropometric Risks
___ 600 Level	E. Breastfeeding Risks
___ 800 and 900 Levels	F. Biochemical Risks

Module 4: Activity 2

Directions:

Answer the following question.

1. Under what circumstances are codes 401 - Failure to Meet Dietary Guidelines for Americans and 428 - Dietary Risk Associated with Complementary Feeding Practices assigned to applicants?