

Section 100

GENERAL INFORMATION

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# Clinic Site
! Farmers Market
* Department of
  Health
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WIC PROCEDURE MANUAL

WIC is the Special Supplemental Nutrition Program for Women, Infants, and Children. It is a federally funded program carried out according to provisions of the Child Nutrition Act passed by Congress in 1966 and amended in 1978.

WIC is funded through the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA). It is administered in the State of Rhode Island by the Department of Health (HEALTH) through various local health centers and hospitals (or "locals") which determine eligibility, distribute the food funds and provide nutrition education to participants.

Many pregnant women, infants, and young children are in danger of having poor physical and mental health because they eat poorly and have inadequate health care. WIC is designed to help such pregnant women, infants, and young children by directly improving what they eat and the way they eat. The program provides special supplemental foods, including milk, eggs, juice, cereal, dried beans and peas, cheese, and infant formula, tuna fish and carrots (added for breast-feeding women) and nutrition counseling, to eligible participants who have certain income limitations and show evidence of special nutritional need.

The program provides this extra help during critical times of growth and development in order to prevent the occurrence of health problems and improve the health status of participants.

This WIC Procedure Manual is intended as a reference source for local agencies in the WIC Program. It contains the essential procedures mandated by federal and state authority that apply to local agency operations. It is designed to present the users, in an organized and sequential way, the necessary facts and agency obligations for each step or area of the WIC process. It also includes the various forms and reports required at each step. Additional information about WIC is available to local agencies in WIC regulations, the WIC State Plan, State Operations Manual, and in various informational materials and communications provided by the HEALTH to locals. In unusual circumstances where mandated procedures do not provide adequate guidance, local agencies should call the state agency for instructions.

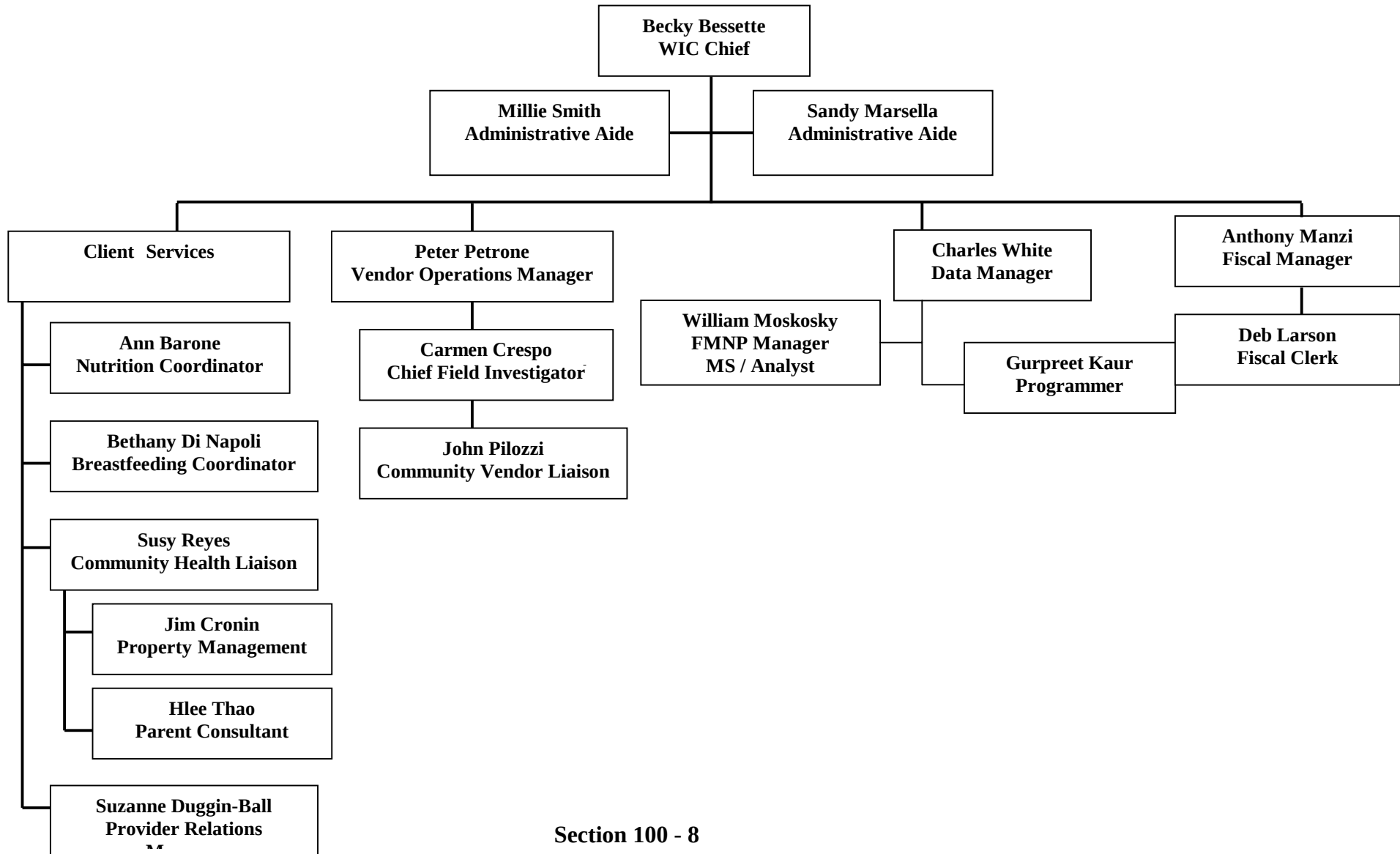
**RHODE ISLAND DEPARTMENT of HEALTH
WIC PROGRAM
LOCAL AGENCY ADMINISTRATON and LOCAL WIC CLINICS**

Local WIC Agency Administration	Local WIC Agency Clinics
Mr. Ray Lavoie, Director Ms. Tanya Solberg, WIC Coordinator/Nutritionist Blackstone Valley Community Health Care, Inc. 42 Park Place Pawtucket, RI 02860	John J. Cunningham Health Center 42 Park Place Pawtucket, RI 02860 (401) 722-0082 BVCHC Health Center 9 Chestnut Street Central Falls, RI 02863 (401) 724-7134
Ms. Eileen Lee, MD Acting Executive Director Ms. Kerry Gregory, WIC Coordinator/Nutritionist Chad Brown Health Center 285A Chad Brown Street Providence, RI 02908 (401) 831-0020	Chad Brown Health Center 285A Chad Brown Street Providence, RI 02908 (401) 831-0020
Ms. Joanne McGunagle, Executive Director Comprehensive Community Action Program, Inc. 311 Doric Avenue Cranston, RI 02908 (401) 467-9610 Ms. Kathy Higgins, WIC Coordinator/Nutritionist Family Health Services of Cranston 1090 Cranston Street Cranston, RI 02920 (401) 946-4650	Family Health Services of Cranston 1090 Cranston Street Cranston, RI 02920 (401) 946-4650 Cranston Satellite 191 MacArthur Blvd. Cranston, RI
Ms. Maria Montanaro, Chief Executive Officer Ms. Jennifer Clough, WIC Coordinator Health Center of South County WIC Program One River Street Wakefield, RI 02879 (401) 782-0855	Health Center of South County WIC Program One River Street Wakefield, RI 02879 (401) 782-0855 Bayside Family Healthcare, Inc. 308 Callahan Road North Kingstown, RI 02852

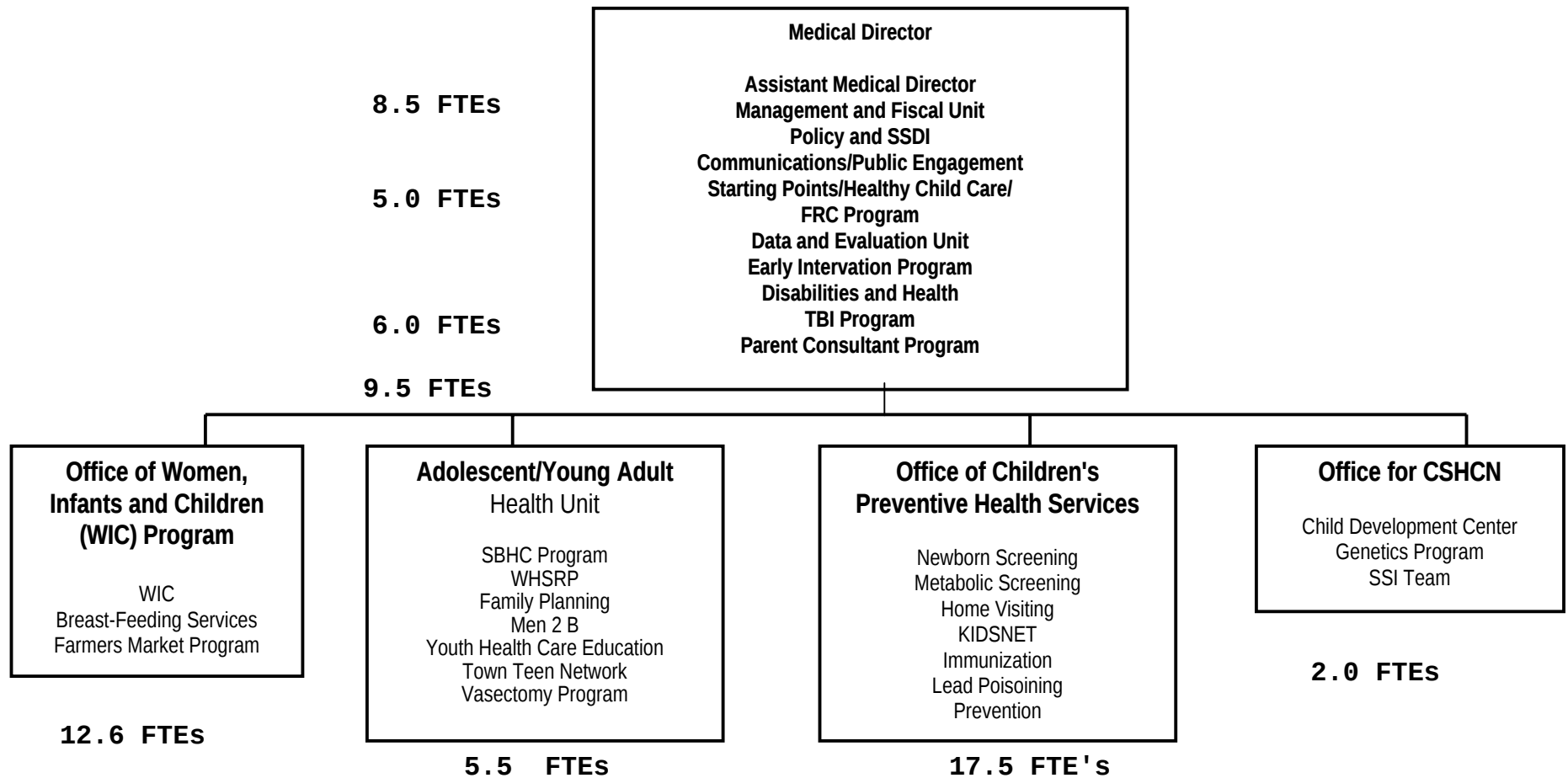
Mr. Dennis Roy, Chief Executive Officer Ms. Beth Sapolosky, WIC Coordinator/Nutritionist New Visions for Newport County, Inc. Newport Community Health Center WIC Program 19 Broadway Newport, RI 02840 (401) 847-7821	New Visions for Newport County, Inc. Newport Community Health Center WIC Program 19 Broadway Newport, RI 02840 (401) 847-7821 New Visions for Newport County, Inc. James F. Silvia Health Center WIC Program 1048 Stafford Road Tiverton, RI 02878 (401) 625-5134 Florence Gray Multi Purpose Center 1 York Street Newport, RI 02840 (401) 848-6682
Mr. Merrill Thomas, Executive Director Ms. Lynda Greene, WIC Coordinator Providence Community Health Centers, Inc. 375 Allens Avenue Providence, RI 02905 (401) 444-0400	Allen Berry Health Center WIC Program 202 Prairie Avenue Providence, RI 02907 (401) 444-0570 x 27 Capitol Hill Health Center WIC Program 40 Candace Street Providence, RI 02908 (401) 444-0550 x 22 Central Health Center WIC Program 239 Cranston Street Providence, RI 02907 (401) 444-0580 x 23 Fox Point Health Center WIC Program 550 Wickenden Street Providence, RI 02903 (401) 444-0530 Olneyville Health Center WIC Program 100 Curtis Street Providence, RI 02909 (401) 444-0540 x 28
Mr. H. John Keimig, President St. Joseph Hospital	St. Joseph Health Center 21 Peace Street

200 High Service Avenue North Providence, RI 02904 (401) 456-3080 Ms. Susan Vieira, LDN, WIC Coordinator/Nutritionist St. Joseph Health Center 21 Peace Street Providence, RI 02907 (401) 456-4069	Providence, RI 02907 (401) 456-4069
Mr. Dennis M. Roy, Executive Director Ms. Beth Sapolsky, Coordinator/Nutritionist Self-Help, Inc. East Providence Community Health Center WIC Program 100 Bullocks Point Avenue Riverside, RI 02915 (401) 437-1007	East Providence Community Health Center WIC Program 100 Bullocks Point Avenue Riverside, RI 02915 (401) 437-1007 Warren Health Center 1 Joyce Street Warren, RI
Ms. Marie Montanaro, MSW, Chief Executive Officer Ms. , WIC Coordinator/Nutritionist Thundermist Health Associates WIC Program 191 Social Street, 9th Floor Woonsocket, RI 02895 (401) 767-4100	Thundermist Health Associates WIC Program 191 Social Street, 9th Floor Woonsocket, RI 02895 (401) 767-4100
Mr. Joseph R. DeSantis, Executive Director Ms. Karen Schiltz, LDN, WIC Coordinator/Nutritionist Tri-Town Economic Opportunity Committee Tri-Town Health Center WIC Program 1126 Hartford Avenue Johnston, RI 02919 (401) 351-2750	Tri-Town Health Center WIC Program 1126 Hartford Avenue Johnston, RI 02919 (401) 351-2750 Northwest WIC Satellite 166 Main Street Pascoag, RI 02859 (401) 567-0510

Ms. Jeanne Gattegno, Executive Director Westbay Community Action, Inc. 218 Buttonwoods Avenue Warwick, RI 028867541 (401) 732-4660 Ms. Jayce Winiarski, WIC Program Manager Nutritionist Westbay Community Action, Inc WIC Program 205 Buttonwoods Avenue Warwick, RI 02886 (401) 732-4660	Westbay Community Action, Inc WIC Program 205 Buttonwoods Avenue Warwick, RI 02886 (401) 732-4660 West Warwick WIC Satellite 53 Providence Street West Warwick, RI 02893 826-3230
Mr. Thomas Parris, President Ms. Doreen Chin Pratt, MS, RD, Director of Nutrition Services/WIC Coordinator Women and Infants' Hospital WIC Program 2 Dudley Street WPCC Nutrition Services - Suite 565 Providence, RI 02905-2401 (401) 274-1122 ext. 2768	Women and Infants' Hospital WIC Program 2 Dudley Street WPCC Nutrition Services – Suite 565 Providence, RI 02905-2401 (401) 274-1122 ext. 2768
Mr. Ernest Balasco, LICSW, Executive Director Mr. Douglas Jones, WIC Coordinator/Nutritionist Wood River Health Services WIC Program 823 Main Street Hope Valley, RI 02832 (401) 539-2461	Wood River Health Services WIC Program 823 Main Street Hope Valley, RI 02832 (401) 539-2461

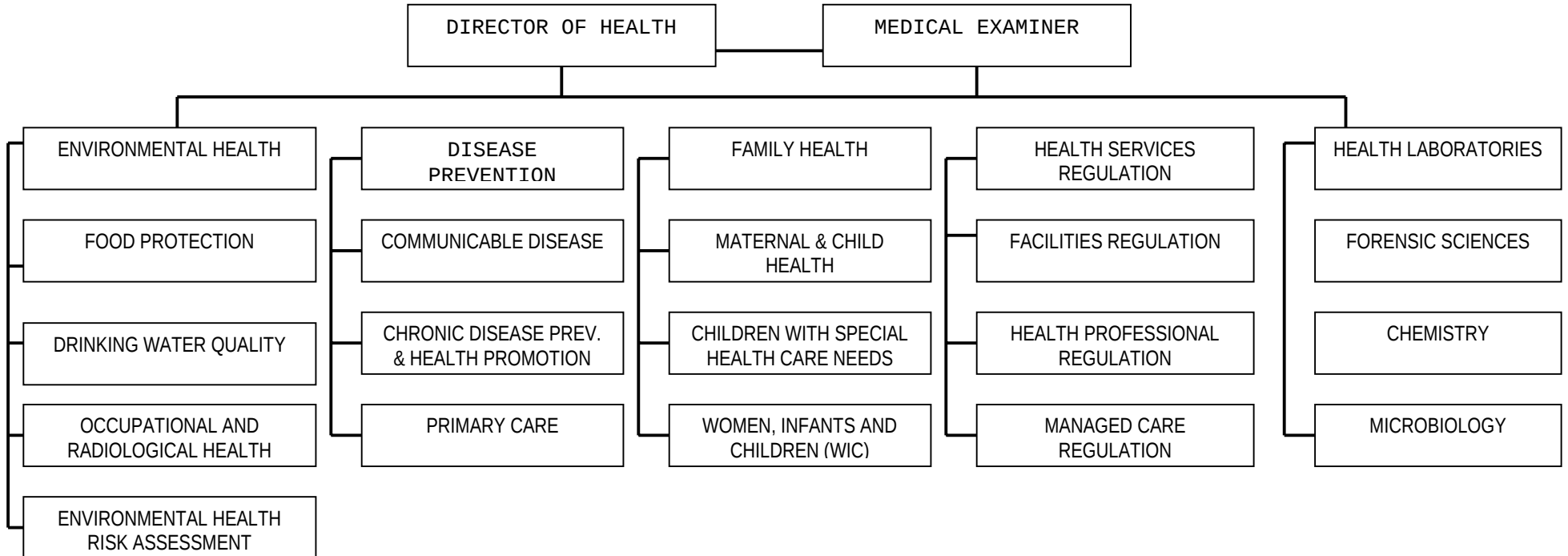
**RI WIC PROGRAM
ORGANIZATION CHART**

Division of Family Health Office of the Medical Director



10/01

**RHODE ISLAND DEPARTMENT OF HEALTH
ORGANIZATIONAL STRUCTURE**



GLOSSARY OF TERMS

Agreement - the written document between the Rhode Island Department of Health WIC Program and a local agency which states the responsibilities and obligations of both parties in order to provide the WIC Program. The period covered by the WIC agreement is the Federal fiscal year.

Alternate Shopper - a person designated in writing by a payee and authorized by the Program to pick up Program food instruments for the payee and to redeem them for food at authorized Program vendors.

Applicant- an individual who makes application for WIC Program benefits.

Breastfed Infants - persons under one year of age who are wholly or partially breastfed by a breastfeeding woman participant.

Breastfeeding Women - women up to one year postpartum who are breastfeeding their infants on the average of at least once a day.

Caretaker - one who has the responsibility for the care of the participant.

Categorical Ineligibility - persons who do not meet the definition of pregnant women, breastfeeding women, postpartum women, or infants or children.

Certification - the use of criteria and procedures to assess and document each applicant's eligibility for the Program.

Children - persons who have had their first birthday but have not yet attained their fifth birthday.

Clinic - a facility where applicants are certified.

Confidential Health Care Information - all information relating to a patient's health care, history, diagnosis, condition, treatment or evaluation.

Competent Professional Authority - an individual on the staff of the local agency authorized to determine nutritional risk and prescribe supplemental foods. The professional qualifications required of competent professional authorities are set forth in Federal Regulations. A competent professional authority is herein considered to be a physician, a nutritionist, a dietician, a registered nurse, a physician's assistant or a state or local medically trained health professional approved by the state agency. Also applies to qualified persons not on the staff of the local agency who are qualified to provide medical/nutritional assessment data.

Days - calendar days except for those time standards which specify working days.

Disqualification - the act of ending Program participation of a participant, food vendor, or authorized state or local agency, whether as a punitive sanction or for administrative reasons.

Dual Participation - simultaneous participation in the Program in one or more than one WIC clinic, or participation in the Program and in the Commodity Supplemental Food Program (CSFP) during the same period of time.

Family - a group of related or nonrelated individuals who are living together as one economic unit, except that residents of a homeless facility or an institution shall not all be considered as members of a single family.

FNS - the Food and Nutrition Service of the United States Department of Agriculture.

Fiscal Year - the period of 12 calendar months beginning 1 October of any calendar year and ending 30 September of the following calendar year.

Food Costs - the cost of supplemental foods, determined in accordance with Section 246.12 (b) (1).

Food Delivery System - the method used by State and local agencies to provide supplemental foods to participants.

Food Package - supplemental foods selected for an individual WIC recipient based on that individual's nutritional need.

Health Services - ongoing, routine pediatric and obstetric care such as infant and child care, and prenatal and postpartum examination.

Homeless Facility - the following types of facilities which provide meal service. A supervised publicly or privately operated shelter (including a welfare hotel, congregate shelter or shelter for victims of domestic violence) designed to provide temporary living accommodations; a facility that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for or normally used as a regular sleeping accommodation for human beings.

Homeless Individual - one who lacks a fixed and regular nighttime residence or whose primary nighttime residence is one of the following (1) A supervised publicly or privately operated shelter (including a welfare hotel, congregate shelter or shelter for victims of domestic violence) designed to provide temporary living accommodations; (2) an institution that provides a temporary residence for individuals intended to be institutionalized; (3) a temporary accommodation in the residence of another individual; or (4) a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

InKind Contributions - any money, supplies, advertising materials or equipment provided in support of the WIC Program from other sources.

InKind Services - any services provided in support of the WIC Program that involve a contribution of time or dollars from other sources in support of the services provided.

Income Poverty Guidelines - 185% of the USDA poverty guideline.

Infants - persons under one year of age.

Institution - any residential accommodation which provides meal service, except private residences and homeless facilities.

Local Agency- an agency under contract with the Rhode Island Department of Health to provide WIC Program services.

Management Evaluation - a system of program review used by the State agency and FNS to assess the local agency accomplishment of program objectives and provisions as provided under the Federal Regulations, State and FNS guidelines and instructions, the local agency Nutrition Education Plan, and the written agreement with the State agency.

Migrant Farm Worker - An individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes, for the purposes of such employment, a temporary abode.

Nutrition Education - individual or group educational sessions and the provision of information and educational materials designed to improve health status, achieve positive change in dietary habits, and emphasize relationships between nutrition and health, all in keeping with the individual's personal, cultural, and socioeconomic preferences.

Nutrition Services and Administration Costs (NSA) - those direct and indirect costs, exclusive of food costs, which State and local agencies determine to be necessary to support Program operations. Such costs include, but are not limited to, the cost of Program administration, monitoring, auditing, nutrition education, startup, outreach, certification, and developing and printing food instruments.

Nutritional Risk - (1) Detrimental or abnormal nutritional conditions detectable by biochemical or anthropometric measurements; (2) Other documented nutritionally related medical conditions; (3) Dietary deficiencies that impair or endanger health or (4) Conditions that predispose persons to inadequate nutritional patterns or nutritionally related medical conditions.

Participants - pregnant women, breastfeeding women, postpartum women, infants, and children who are receiving supplemental foods or food instruments under the Program and the breastfed infants of breastfeeding women who are receiving supplemental foods or food instruments under the Program.

Participation - the number of persons who have received supplemental foods or food instruments in the reporting period plus the number of breastfed infants of breastfeeding women who have received supplemental foods or food instruments in the reporting period.

Participant Number - the identification number assigned to a recipient by the WIC local agency.

Payee - the person whose name appears on the WIC check. Except in emergencies should be the custodial parent or guardian or, if unavailable, the delegated caretaker for an infant or child.

Postpartum Women - women up to six months after termination of pregnancy.

Pregnant Women - women determined to have one or more embryos or fetuses in utero.

Priority Group - one of six priority groupings of nutritional risk established by the Federal Regulations which are to be applied by the competent professional when vacancies occur after a local agency has reached its maximum participation level.

Resident - a person making one's home in a place, who can provide evidence of such residence or who is homeless and living in an authorized WIC homeless facility or institution or is homeless and can show evidence of living and sleeping in a place not designed for or normally used as a regular sleeping accommodation for human beings.

HEALTH - Rhode Island Department of Health.

Secretary - Secretary of Agriculture.

State agency - Rhode Island Department of Health.

WIC Check - check issued by the Rhode Island Department of Health WIC Program specifying certain WIC allowed foods which is used by a participant to obtain the specified foods.

WIC Coordinator - a local agency staff member who is responsible for coordinating the ongoing operation and management of the WIC Program; for maintaining an active liaison relationship between the state agency and other appropriate local agency officials and staff; and for communicating state agency directives, policies, procedures, guidance, and other information to all local agency persons who have a need for such information in order to perform their WIC responsibilities.

G-1 REVISIONS IN PROCEDURE AND STATE OPERATIONS MANUALS

Manuals

- A. Procedure Manual
- B. State Operations Manual

Procedure

- A. Each proposed change to WIC procedures shall be reviewed for approval by the Chief, WIC Program.
- B. When approved by the Chief and reviewed and approved by the USDA Regional Office, the policy shall be enumerated according to placement in the appropriate manual.
- C. Policies - State and Local
 - (1) Policies concerning the internal management of the State agency shall become effective when approved by the Chief.
 - (2) Policies directly affecting local agencies shall, whenever possible, have a period for comment by local agencies. This period shall be stipulated when the policy is distributed.
 - (3) Minor revisions of policy necessary to the efficient operation of the Program and with little or no impact on other entities may be made without a period of comment for the public or local agencies, but with approval from USDA.
 - (4) Policies which have a significant impact on other entities shall be promulgated for comment and approval in accordance with FR 246.4 (b) and R.I.G.L. 42-35.
- D. Policies which constituted State Plan Amendments shall be submitted to USDA for approval and shall become effective as stipulated by the Chief.
- E. Once in effect, the new policy shall be considered an integral part of the manual and shall be filed therein.
- F. Revisions to the Manuals shall be filed with the Rhode Island Secretary of State.

G - 2 USE OF WIC NAME AND LOGO PROHIBITED

The United States Department of Agriculture (USDA) and the Rhode Island Department of Health (HEALTH) WIC Program do not permit the use of the WIC name, acronym “WIC”, or the national and Rhode Island WIC logos in connection with a business or a commercial product. Such use may be mistakenly taken as an endorsement of the business, or the product by the agencies. USDA’s and HEALTH’s policy is to avoid endorsements, directly or indirectly, of any commercial business or product. Also note, that the WIC acronym and logo are registered service marks of USDA.

Use of the WIC name and the WIC logos is reserved for official use by Program officials, only. Examples include Program issued identification, public notification and outreach purposes. . Attached are copies of FNS Instruction 800-2, and a recent All States Memo stemming from an unauthorized use by Ross Labs for PediaSure.

- Please inform this office of any commercial use of these identifiers.
- Local agencies should also obtain approval from the State WIC office before initiating any public use of these identifiers (see VII, B of the Instruction), or the RI WIC logo.

If you have any questions about the use of the WIC name or logo, contact the WIC Vendor Unit (222-4642 or 4621) or Client Services Unit (222-4622).