

2.09 Notification of Ineligibility

POLICY:

The Local Agency will provide a notice of ineligibility/disqualification to all applicants/participants found to be ineligible for Program benefits. The form will indicate the reason for the ineligibility and advise the applicant/participant of their right to request a fair hearing.

PROCEDURE:

A. Verbal Notification

1. The payee/proxy will be verbally informed at least fifteen (15) days before the expiration of each certification period that their certification for WIC Program benefits is about to expire for the following reasons:
 - < Categorically ineligible (i.e. child five years or older, woman six months postpartum, breastfeeding woman one year postpartum); and
 - < Failure to keep a certification appointment.
2. Participants who fail to pick up food instruments for two (2) consecutive months will not be issued notice of ineligibility if the following are explained at the time of certification:
 - < That failure to pick up food instruments for two (2) consecutive months may result in disqualification from the WIC Program; and
 - < That they have a right to appeal such a disqualification.

B. Telephone Screening of Income Eligibility

Applicants determined to be over income during a telephone screening will be mailed a STORC generated **Notice of Ineligibility** when they decline an opportunity to be screened at WIC clinic.

C. Ineligibility During a Certification Appointment

Applicants/participants found to be ineligible during a certification appointment will be issued a STORC generated **Notice of Ineligibility**.

*Note: Those WIC clinics without a reports printer will issue a **Notice of Ineligibility (WIC-11)**.*

D. Ineligibility During a Certification Period

1. Participants **will not** be automatically disqualified during a certification period when they no longer participate in one (1) or more of the programs for which they were originally determined to be adjunctly income eligible.

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2. Participants found to be ineligible for the Program during a certification period will be issued STORC generated **Disqualification Letter for Program Abuse or Termination Within Certification Period** at least fifteen (15) days before disqualification.

E. Documentation of Ineligibility

1. A copy of the notice of ineligibility/disqualification will be retained in either the participant’s file or an ineligibility file maintained by the Local Agency.
2. The following notifications will be used for ineligibility/disqualification reasons listed:

Notification Type	Code	Reason
Notice of Ineligibility	A	Not at nutritional risk
	F	Exceeds WIC Program income guidelines
	G	Not residing in local agency area (out-of-state)
	Q	Overdue for cert (30 days past cert end date)
	S	Not categorically eligible
	U	Insufficient info. available
Termination Within a Certification Period	D	Interruption of pregnancy
	J	Recv. Serv. from other WIC Program
	N	Participant no longer desires to participate
	R	Priority not being served
Disqualification for Program Abuse	K	Abuse of Program
Waiting List Notification	M	Placed on waiting list due to limited funds
Verbal Notification for participants who become categorically ineligible - automatic termination	B	Child five years old or older
	E	Woman six (6) months postpartum
	P	Breastfeeding woman one year postpartum
Verbal Notification - automatic termination	I	Failure to keep certification appointment
Verbal Notification - automatic termination	H	Failure to pick-up food instruments
No Notification Required for miscellaneous reasons - not automatic termination	C	Woman not breastfeeding
	L	Deceased

REFERENCES:

1. WIC Regulations 246.7, Certification of Participants
2. FNS Instruction 803-9, Actions Which Affect Participants in Mid-Certification