

2.10 Notification of Participant Rights and Responsibilities

POLICY:

The parent/guardian/caretaker will be informed of their rights and responsibilities as a WIC participant during each certification appointment.

PROCEDURE:

A. Participant Agreement (WIC-05) Form

1. The **Participant Agreement (WIC-05)** will be read to the parent/guardian/caretaker, or the parent/guardian/caretaker will read the form, whichever is appropriate.
2. WIC personnel will **verbally** instruct the parent/guardian/caretaker of the following prior to signing the **Participant Agreement (WIC-05)** during each certification:
 - That they have a right to request a fair hearing if they believe they were unjustly denied WIC benefits;
 - That they should write to the Secretary of Agriculture if they believe they have been discriminated against;
 - That dual participation is illegal and they may only participate in one (1) WIC clinic at a time;
 - That they will be removed from the WIC Program for failure to have benefits issued for two (2) consecutive months; and
 - That they must use the eWIC Benefit Card correctly and carefully to avoid losing WIC benefits.
 - Selling, trading, or giving away eWIC benefits or food purchased with eWIC benefits will result in disqualification from the WIC Program.
3. The parent/guardian/caretaker will sign the **Participant Agreement (WIC-05)** electronically, in Crossroads, to document that they have been informed of their rights and responsibilities as a WIC participant and that all of the information they have given for eligibility determination is correct.
 - If the **Participant Agreement (WIC-05)** is unable to be electronically signed, a paper copy must be signed. This will be scanned into the **Income Information Screen** in Crossroads.

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- A signature will be captured at subsequent certification appointments.

B. Referral to Health and Human Resource Programs

1. WIC personnel will assess the participant's need for Health and Human Resource Programs and inform them of the appropriate services available such as, but not limited to, Medicaid, Right from the Start, Head Start/Early Head Start, and immunization information. Referrals will be documented under the participant's record in Crossroads.

REFERENCES:

1. WIC Regulations 246.7, Certification of Participants