

2.10 Notification of Participant Rights and Responsibilities

POLICY:

The payee/proxy will be informed of their rights and responsibilities as a WIC participant during each certification and subsequent certification appointment.

PROCEDURE:

A. Participant Agreement (WIC-05) Form

1. The **Participant Agreement (WIC-05)** will be read to the payee/proxy, or the payee/proxy will read the form, whichever is appropriate.
2. WIC personnel will **verbally** instruct the payee/proxy 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 pick-up food instruments for two (2) consecutive months; and
 - < That they must use the food instruments and WIC Identification Folder correctly and carefully to avoid losing WIC benefits.
3. The completed **Participant Agreement (WIC-05)** will include:
 - < The name(s) of participant(s) to be certified for the current day; including infants at their initial follow up appointment.
 - < The certification date as month, day and year;
 - < The payee/proxy signature; and
 - < The signature and title of the WIC personnel responsible for determining income and residency eligibility.

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4. The payee/proxy will sign the **Participant Agreement (WIC-05)** 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. WIC personnel will:
 - < Retain the original form in the participant's file and issue the third copy to the payee/proxy; then
 - < The original form will be signed during the next certification appointment and the second copy issued to the payee/proxy.

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.
2. The Payee/Proxy will initial and date the proper line on the Participant Agreement indicating whether they agree or decline to have their child's immunization record released.

REFERENCES:

1. WIC Regulations 246.7, Certification of Participants