

3.11 WIC Identification Folder

POLICY:

A **WIC Identification Folder (FD-10)** will be issued by the Local Agency to each WIC payee or participant as identification of the WIC payee or their proxy(ies) during WIC clinic visits and for food instrument issuance and redemption.

PROCEDURE:

A. Issuance of the WIC Identification Folder (FD-10)

1. The folder will be issued to the WIC participant at initial certification and continue to be valid for the duration of their participation in the WIC Program.
2. If the food instruments are mailed (**see Policy 3.09, Mailing of Food Instruments**) to the participant for any reason, the folder **must** be mailed separately to ensure protection from theft.
3. The number of folders issued per payee will be according to the following:
 - < One (1) folder will be issued to each payee. Therefore, if there is more than one member of a family on the WIC Program, only one (1) folder will be issued; **or**
 - < Because each foster child is considered to be a family of one (1), the payee will receive one (1) folder for each child in foster care status (**see Policy 2.07, Certification of Foster Children**).
4. If the payee or proxy name should change during the certification period, a new folder will be issued. The old folder will be collected and either destroyed or a new identification label affixed to the folder.
5. If the folder is no longer in usable condition, it will be collected and destroyed and a new folder will be issued.
6. When a payee/proxy does not bring the WIC Identification Folder to an appointment, services will not be denied when proper identification is presented.

B. Information on the WIC Identification Folder (FD-10)

1. The front of the folder is the official identification card for the WIC payee and their proxy(ies).
2. Inside the folder are instructions for use of the food instruments.
3. WIC participant appointments may be written by WIC personnel on the back of the folder.

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4. The food instruments and the **WIC-Approved Food List (FD-09)** may be stored inside the folder.

C. **Instruction for the WIC Payee/Proxy**

1. WIC personnel will **verbally** instruct the WIC payee/proxy during each certification appointment of the correct use of food instruments, the **WIC-Approved Food List (FD-09)** and the **WIC Identification Folder (FD-10)**.
2. If the proxy is not present for instruction, it is the responsibility of the payee to inform the proxy of proper use.

D. **Completion of the WIC Identification Folder (FD-10)**

The folder will be completed in the following manner (see **example Attachment #1 3.11**):

1. Print the first name then the last name of the payee.
2. Obtain the signature of the payee.
3. Print the first name then the last name of the designated proxy.

* Under no circumstances will the proxy name be affixed to the folder without a signed **Request for Proxy Form (WIC 02)** in the participant's chart (see **Policy 3.12, Proxy Authorization**).

* If the participant does not wish to have a proxy, the folder will be marked "None Named" on the lines for proxy.

4. Obtain the signature of the proxy.
5. Enter the family number.
6. Enter the WIC clinic number.
7. Stamp with the WIC clinic address and phone number.
8. Enter the type and time of the next appointment.
9. White out is not allowed on any area of the WIC Identification Folder (FD-10).

ATTACHMENTS:

1. WIC Identification Folder (FD-10)