

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 parent/guardian 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 have eWIC benefits issued 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 eWIC benefits 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 Crossroads 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 Crossroads generated **Notice of Ineligibility**.

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

2.09 **Notification of Ineligibility**

E. Documentation of Ineligibility

1. A copy of the notice of ineligibility/disqualification will be scanned into the participant's file.

REFERENCES:

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