

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.
 - Another signature will be captured at subsequent certification appointments.

B. Referral to Health and Human Resource Programs

