

## **2.18 Services to Persons Affiliated with Institutions and Homeless Facilities**

### **POLICY:**

Persons affiliated with institutions, such as schools, maternity homes, temporary shelters or any other residential facility where meals are provided as part of the usual service are eligible to participate in the WIC Program when they meet WIC Program eligibility criteria.

### **PROCEDURE:**

#### **A. Participation Criteria**

To assure that the WIC Program benefits the participant rather than the institution and to ensure that the person participates in the WIC Program in the same manner and to the same degree as those without institutional affiliation, the following criteria must be met:

1. The institution may not accrue financial or in-kind benefit from a person's participation in the WIC Program, such as transferring WIC food to general inventory or reducing the quantity of food provided to WIC participants;
2. Foods purchased with food benefits may not be used in communal food service, but will be available only to the participant for whom they were issued;
3. No institutional constraints may be placed on the ability of the participant to receive supplemental foods and all associated services made available by the Local Agency.

#### **B. Monitoring Institution Compliance with Policy**

1. The Local Agency Director must contact the institution by phone or by site visit annually or whenever a participant reports a problem to assure the above criteria are being followed.
2. The Local Agency will request that the institution and the homeless facility inform the Local Agency when the above conditions are not in compliance.
3. The Local Agency will discontinue issuance of WIC foods, **except** infant formula, when an institution has been determined to be noncompliant during the participant's certification period until compliance is achieved or alternative shelter arrangements are made. The participant will continue to receive all other WIC benefits and may be certified again.
4. When the State or Local Agency determines that an institution fails to meet the conditions of this policy during a follow-up contact within ten (10) days after noncompliance is detected or the site declares that it will not attempt to comply with policy, it will refer all participants using the facility to any other facility in the area which meets these conditions.

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5. The Local Agency Director will keep on file the **Institution/Homeless Facility Compliance Contact form (see Attachment #1 2.18)** for each institution serving WIC participants in the Local Agency area.

### **C. Food Package Prescription**

1. Participants residing in an institution which provides refrigeration, food storage/preparation facilities will be issued the standard food package which is appropriate for their category or one that is tailored for their individual needs.
2. The homeless food package may be issued to those participants who do not have access to refrigeration and food storage/preparation facilities.

### **REFERENCES:**

1. WIC Regulations 246.7, Certification of Participants
2. FNS Instruction 803-13, Eligibility of Persons Affiliated with Institutions
3. SFP 92-178, WIC: Final Homeless Rule

### **ATTACHMENTS:**

1. Institution/Homeless Facility Compliance Contact