

North Carolina WIC Program Manual

List of Attachments

Chapter 1: INTRODUCTION

- Attachment 1. Log of WIC Program Numbered Memos (*sample*)
- Attachment 2. Separation of Duties Log

Chapter 2: STATE AGENCY ORGANIZATION

No Attachments

Chapter 3: LOCAL AGENCY AGREEMENTS/CONTRACTS

- Attachment 1. WIC Model Sub-Contract

Chapter 4: CIVIL RIGHTS

- Attachment 1: USDA Program Discrimination Complaint Form

Chapter 5: NUTRITION EDUCATION

No Attachments

Chapter 6: CERTIFICATION/PARTICIPATION (comprised of six sub-chapters)

Chapter 6A: APPLICATION PROCESS

- Attachment 1. Allowable Proofs For Identity And Residency

Chapter 6B: INCOME ELIGIBILITY

- Attachment 1. Documenting Income Eligibility in Crossroads
- Attachment 2. Federal Poverty Income Guidelines
- Attachment 3. What Counts Towards Gross Income For WIC Program Eligibility (includes a description of military leave and earnings statement)

Chapter 6C: NUTRITION ASSESSMENT

- Attachment 1. WIC Program Exchange of Information (DHHS 3492)
- Attachment 2. WIC Client Completed Questionnaires -Examples
- Attachment 3. WIC Nutrition Risk Criteria
- Attachment 4. Procedures For Weighing And Measuring

Chapter 6D: PARTICIPANT NOTIFICATIONS

- Attachment 1. Summary of Required Participant Notices
- Attachment 2. NC WIC Program Notice Reference Table
- Attachment 3. Sample NC WIC Program Notice

Chapter 6E: CERTIFICATION IN SPECIAL SITUATIONS

- Attachment 1. Institutions and Homeless Facilities Letter of Compliance for the WIC Program (*example letter*)

Chapter 6F: PROGRAM ABUSE BY PARTICIPANTS

No Attachments

Chapter 7: APPROVED FOOD PACKAGE

- Attachment 1. Infant Formulas, Exempt Infant Formulas and WIC-eligible Nutritionals Allowed Through WIC
- Attachment 2. WIC Program Medical Documentation
- Attachment 3. Formula and WIC-eligible Nutritionals Order Form
- Attachment 4. Examples of Metabolic Product Inventory and Issuance Logs

Chapter 8: FOOD BENEFIT ISSUANCE

- Attachment 1. Manual Food Instrument (MFI) Food Packages
- Attachment 2. Voiding and Reissuing Food Benefits
- Attachment 3. Adding or Increasing Formula or WIC-eligible Nutritionals After Issuance
- Attachment 4. Exchanging the Type of Formula or WIC-eligible Nutritional After Issuance
- Attachment 5. Replacing Food Instruments After Issuance

Chapter 9: BREASTFEEDING PROGRAM MANAGEMENT

- Attachment 1. Breastfeeding Peer Counselor Program Forms with Instructions
 - WIC Breastfeeding Peer Counselor Program Letter of Agreement (DHHS 4113)
 - Peer Counselor Monthly Report Form (DHHS 3985)
 - Breastfeeding Peer Counselor Program Client Satisfaction Survey (example of an optional form)

Chapter 10: OUTREACH

- Attachment 1. Outreach Campaign: Checklist for Local WIC Agencies
- Attachment 2. WIC Outreach: Guidelines for Building Media Relations
- Attachment 3. Social Media

Chapter 11: VENDOR MANAGEMENT

- Attachment 1A. Vendor Replacement Request Form
- Attachment 1B. Replaced Food Instrument or Cash-value Voucher Documentation Form (DHHS 2931)
- Attachment 2. Request for Vendor Stamp Replacement/Vendor Stamp Return Form
- Attachment 3. Vendor Management Complaint Intake Form
- Attachment 4. Participant Access Form
- Attachment 5. Participant Hardship Form
- Attachment 6. Vendor Sanction System Table

Chapter 12: FISCAL MANAGEMENT

- Attachment 1. Equipment Disposal Form

Chapter 13: RECORDS RETENTION

No Attachments

Chapter 14: ADMINISTRATIVE APPEALS

No Attachments

Chapter 15: MONITORING/AUDITING

Attachment 1. WIC Program Monitoring Tool

- Part I: Administrative Services Review
- Part II: Nutrition Services Review
- Appendix 1: WIC Client Observation
- Appendix 2: WIC Record Review (Pregnant and Postpartum Women)
- Appendix 3: WIC Record Review (Infants and Children)
- Appendix 4: Breastfeeding Supplies
- Appendix 5: WIC Record Review (Breastfeeding Peer Counselor Contacts)

Chapter 16: CONFIDENTIALITY

No Attachments

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