

# 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

# North Carolina WIC Program Manual

## List of 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
- Attachment 5. Maximum Monthly Allowances of Supplemental Foods for Food Packages I - VII

### **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 Activity Guide for Local 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

# North Carolina WIC Program Manual

## List of 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

# North Carolina WIC Program Manual

## List of Attachments

(Blank Page)