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. Ordering WIC Infant Formulas and WIC-eligible Nutritionals
Attachment 4. Examples of Metabolic Product Inventory and Issuance Logs
Attachment 5. Maximum Monthly Allowances of Supplemental Foods for Food Packages I – VII
Attachment 6. Formula Disposal Log

Chapter 8: FOOD BENEFIT ISSUANCE
No Attachments

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

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