

## SPIRIT Policy Clarification

- What to do when you notice errors in anthropometric?

*Add correct anthropometrics into SPIRIT along with a note of explanation as soon as it is noticed.*

- Does Pregnant Medicaid re-qualify a post-partum woman? Can the prior month's Medicaid stickers income qualify a WIC client?

**Under review by the USDA.**

- Does a VOC need to be scanned into SPIRIT when a client leaves the state?

*A signed VOC, for an Alaskan WIC client moving out of state, does not need to be scanned. No note is required for VOCs leaving the state.*

- Is a note required for reinstating a client?

*No note is required when a client is reinstated in SPIRIT.*

- If Medicaid is used for adjunctive income eligibility do I need to check or count other sources of income such as PFD?

*No other sources of income have to be checked if adjunctive income proof is verified in the SPIRIT system.*

- Can agencies pre-print FI if needed?

*Pre-printing of F is allowed through the batch process if necessary.*

- Who is assigning Role/Permissions/Log-In?

*This is a State function. The forms should go to Amy George at [amy.george@alaska.gov](mailto:amy.george@alaska.gov) and the form will be forwarded through the process from that point.*

- In SPIRIT is it acceptable for the Division of Responsibility to be accomplished by the following: the front desk person verifies income, the CPA assigns Food Package and the front desk person prints the FI?

*The Division of Responsibility should prevent one person from doing income determination, prescribing the food prescription and printing warrants. The example above is acceptable in meeting the intent of this requirement in offices where it is feasible.*

- Can UHT be substituted for fresh milk if an expiration date is close to the date the milk is being purchased?

*In a rural regions UHT substitution in place of fresh milk is allowed. UHT may be substituted for up to half of the fresh, fluid milk for the month.*

- How old or how early can blood work be taken for a certification?

*Blood work is allowed 90 days either way; 90 days before the certification or 90 days delayed.*

- Where in SPIRIT does the nutrition assessment for clients go if we aren't using the nutrition assessment tab?

*All nutrition assessments will be in the SOAP note in SPIRIT for now. The nutrition assessment section will be used at a later date. With local agency's input new nutrition assessment questions will be crafted and submitted to the USDA for approval.*

- Which categories of WIIC clients are required to have mid-certifications and how is this documented in SPIRIT? *Mid-certification assessments are required for any client with a year-long certification: breastfeeding women, infants, and children. Mid-certification assessments are done through SPIRIT in the "Mid-Cert Guided Script". A mid-cert card with a place for ht/wt/hgb is available for health care providers to fill out or for use in the clinic. Included on the card is a question for the client to complete as well. Clinics also have the option to use the regular application for mid-cert assessments.*

- Do identification, residence and income proofs have to be scanned?

*Identification, residency and income proofs will not have to be scanned (or copied) in SPIRIT for the client record. To verify a "proof", select the drop down box in SPIRIT verifying that you have seen the "Proof" being verified. By selecting, the "Proof" that person verifies they saw and accepted the specified "Proof" for the eligibility selection. Documentation can be scanned per local agency policy. If scanning documents is a local agency policy, income documentation should be scanned for each member of the household via the "Save to All" radio button in SPIRIT.*

- How often do I need to check residency proof if members of a family come in at varying times to recertify?

*In SPIRIT residency proof can be reused for 180 days.*

- If WIC clients come into the office from the same family at different times to certify, can I reuse the same income proof?

*In SPIRIT Income data can be copied and used to income-verify other household members for up to 30 days.*

- What do I do if none of the income proofs fit the type of "Proof" brought in by the family? *If "Other" income is used for income proof, a note is required in the General Notice/Proofs section of SPIRIT.*

- What items are required to be scanned into SPIRIT or a copy kept in the client record?

*Items required to be scanned for SPIRIT or kept in the hard file are:*

- *No Proof of Income form*
- *Enteral Nutrition Prescription Request form*
- *Referral form*
- *Alaska WIC Complaint form*
- *Lost or Stolen WIC Warrant form*
- *Civil Rights Complaint form*

- Will children transferred from AKWIC over to SPIRIT have a 6-month certifications or a year-long certification?

*Children certified in AKWIC and transferred to SPIRIT will have a six-month certification period. Children certified in SPIRIT will have a one-year certification period.*

- Can clients receive WIC at another location other than their standard clinic? For example if a client is in the Valley at the Fair, could they stop by the Palmer office and get benefits there instead of from Anchorage?

*To provide good customer service, if a client requests service at a local agency that is not normally where they receive WIC, service to the client should be provided if at all possible. Given it is an acceptable practice to do so, the local agency has to have the time to provide the needed service and the client must have completed or provided the necessary items to have the requested WIC service. Items such as completion of interactive, secondary nutrition education or the child that needs certifying accompanies the guardian and they have the time to do the certification.*

- Is the state policy that we can only count a mom as breastfeeding or non-breastfeeding for the first month?

*Any woman who is breastfeeding at least once per day is counted as a breastfeeding woman. In this case, the "Breastfeeding Amount" in SPIRIT selected is "Some". The food package will default to 2 cans of formula. The CPA working with this dyad should assess how much formula is required for this baby and edit the food package to prescribe the amount agreed upon with the mother. Dyads should always be given the minimal amount of formula needed in order to protect breastfeeding and support the breastfeeding goal of the mother.*