



MEMORANDUM

All LA Memo 13-04

DATE: November 23, 2012
TO: X-LA Coordinators
X- LA Satellite Clinics
FROM: Kathleen Wayne, RD, MS, LD *KW*
FNP Program Director
SUBJECT: New WIC Food List- Update

Action: ____
Information: ____
Policy: ____

The State of Alaska is transitioning to a new WIC Food List. In June, 2012, the USDA instructed the Alaska WIC program to discontinue the requirement that WIC participants show a photo ID at the grocery store. We created a new Food List booklet modeled after those used in Montana, Maine, and several other states. The booklet serves as a food list, a folder to hold WIC checks, and as a participant's ID.

Training on use of the new Food List was provided on Oct 11, 2012 at the quarterly WIC Coordinator's teleconference. The Vendor group is currently providing training to stores.

The State office has begun mailing client copies to each local agency. Clinics may begin to issue and mail the new Food Lists as soon as you receive them. As of March 1st, 2013, photo IDs will no longer be required. Photo IDs will still be required at the WIC office for certifications, and, if required by LA policy, at secondary education.

Clarification on New Food List Policies:

- Authorized Check Signer---The current WIC policy about who can be an alternate remains the same. The policy reads: *"At the time of certification, a participant may designate an alternate(s) who is authorized to pick up and redeem warrants for the participant. The designated alternate must be of legal age. However there are circumstances that would warrant an underage alternate be designated. This should be*

handled on a case by case basis and documented in the participant record as to the circumstances that necessitate the designation.”

- Transition Period----There will be a transition period, when families who already have warrants will be using photo ID in the store. Families who have the new Food List should begin using it immediately. The new Food List is not for use with Spirit warrants only. We are transitioning the new Food List before the SPIRIT system implementation. As of March 1st, some areas of the state might be using SPIRIT. However, all stores cannot accept photo IDs in lieu of the participant's ID folder, even though some regions will still be issuing AKWIC warrants.
- On March 1st, 2013, if someone does not have a food list with their signature, even if they are an alternate, will not be able to use WIC warrants at any WIC approved store.
- Under SPIRIT the clients will chose their alternate(s), and have their alternate(s) sign the Food List. The signature(s) on the Food List will be what the cashier compares to the warrants. This will remove the step for the clinics of voiding and reissuing warrants when a client wants to change an alternate.
- When adding an alternate, clients should have the alternate sign one of the three Authorize Representative/Proxy Signature lines. If an alternate is taken off the list, the participant only needs to draw a single line through the signature.

Helpful Things To Do:

- Review the use of the new Food List with your clients. As clients continue to come in over the course of the next few months, continue to review the new Food List policies and explain the changes.
- Remind families to keep their WIC warrants with their new Food List (a pocket is built in) and keep them in a safe place. The new Food List is required to use the warrants in the store, even if the client knows the foods they want to buy without consulting it.
- LAs should not issue a new Food List each time they issue warrants to the same client. Clients are encouraged to retain and reuse their new Food Lists.
- Use a black or blue ball point pens when signing the new Food List; gel and felt tip pens can smear.
- Don't forget to use the appointment reminder on the back if your agency is scheduling appointments for clients. Regular use could help reduce the client no-show rate in your clinic.