

WIC Policy and Procedure Revision for SPIRIT Project

Simple Nutrition Decisions (SND)

January 26, 2013

Volume 1, Issue 3

SPIRIT Required Policy/Procedure

This newsletter informs WIC grantees and stakeholders of identified Alaska WIC Policy and Procedures (PP) chapters, sections, page numbers, and revised language changes to transition to the new SPIRIT Management Information System (MIS).

Volume 1, Issue 3 focuses on revisions done on **Chapter 1: Eligibility, Certification and Coordination of Services**.

The GAP Analysis, one of the three WIC documents referenced (Volume 1, Issue 2), provided revised Business Rule (BR) language and the type of change necessary for the Alaska WIC Policies and Procedures to effectively utilize the new SPIRIT system.

The edited and revised Chapters of the Alaska WIC PP Draft Revisions for SPIRIT are:

Chapter 1: Eligibility, Certification and Coordination of Services.

Chapter 2: Nutrition Services

Chapter 3: Supplemental Foods

Chapter 4: Food Benefits

Chapter 8: Caseload Management

State staff reviewed the Alaska WIC PP language updates and provided feedback to SND. Then, SND edited a few comments and input provided by state staff.

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Special points of interest:

Alaska WIC Policy and Procedures (PP) Chapter 1 has the most revisions.

Revised Policy & Procedures Topics

<u>Eligibility</u>	<u>Certification</u>	<u>Warrant Issuance Standards & Written Procedures</u>
◆ Categorical Eligibility	◆ Certification Periods	◆ Appointments
◆ Residency	◆ Subsequent Certification: Recertification Appointments	◆ Issuance
◆ Physical Presence		◆ Nutrition Education: Missed Appointments
◆ Income Determination (Proof)	<u>Documentation & Referrals</u>	◆ Transfer of Certification-VOC'S: Contacting Other WIC Agencies
◆ Applicants Lacking Proof of Income: No Proof Form	◆ Documentation in Participants Files	
◆ Identity Proof: Visual Recognition: What Constitutes Reasonable Proof	◆ Referral Systems-Methods:	
◆ Notification of Termination/	◆ Referral Documentation	



Summary of WIC Policy & Procedures Revisions due to SPIRIT

Chapter 1: Eligibility, Certification and Coordination of Services

Page #	Policy Title	Revisions
7	Categorical Eligibility Requirement	Updated woman minimum (8) and maximum (65) ages allowed
8	Residency Requirement	Updated number of days residency proof can be reused (180)
9	Documentation of Residency	Updated ability to default residency to another household member's residency record and Pending Proof of Residency certification limits
23	Identity Proof/Visual Recognition: What Constitutes Reasonable Proof ?	Updated "Pending ID Proof" certification limits
27	Physical Presence Requirement	Updated clinic staff requirement to state participant's physical presence
37	Income Determination (Proof) Required	Updated number of days (30) income data can be copied, ability to copy income records to currently viewed household member, and ability to use "Other" adjunctive eligibility options
46	Applicants Lacking Proof of Income: No Proof Form	Updated alert functions to remind staff about missing income proof
76	Documentation in Participant's Files	Updated participant's file date view order
76	Documentation in Participant's Files	Updated staff member's names show on drop-down on Prescreening and Demographics tabs
76	Documentation in Participant's Files	Updated certification notice prints automatically if staff chooses
76	Documentation in Participant's Files	Updated SOAP note is required to complete a certification
82	Referral Systems-Methods: Referral Documentation	Updated Display Referrals to Breastfeeding Peer Counselor (BFPC) and Enable BFPC Referral Button
97	Warrant Issuance Standards	Updated process to correct a benefit issuance error in a new certification attempt to issue benefits
97	Warrant Issuance Standards	Updated nutrition education contact needed to issue benefits to a High Risk participant
97	Warrant Issuance Standards	Updated vouchers to be printed per benefits period
98	Written Procedures: Appointments, Issuance, and Nutrition Education: Missed Appointments	Updated view appointments by date
98	Written Procedures: Appointments, Issuance, and Nutrition Education: Missed Appointments	Updated unattended education classes tracking
99	Certification Periods	Updated <6 month old infant certification end date is automatic based on infant's DOB
101	Subsequent Certification: Recertification Appointments	Updated change to type of medical appointment
101	Subsequent Certification: Recertification Appointments	Updated email appointment reminders ability
106	Notification of Termination/ Ineligibility	Updated processes and means of distribution for Termination Notices
110	Transfer of Certification-VOC'S: Contacting Other WIC Agencies	Updated Transfer of Certifications-Maximum Days VOC is Valid for each participant type
111	Transfer of Certification-VOC'S: Contacting Other WIC Agencies	Updated additional information required for VOC certification process