

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual
Notice of Revision



Date: 10/11/2022

Notice Number: 2022-11

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
Chapter: 19 – Special Living Situations	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change: <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
If you have questions about this revision or wish additional copies, call or write:	
Department of Health State WIC Nutrition Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410	

Explanation of Revisions:

- We updated the chapter to align with federal regulations and terminology used in Cascades.
- The chapter is approved by FNS and is final.
- This policy revision is effective November 1, 2022.

This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.

Volume 1, Chapter 19 – Special Living Situations
Table of Revisions

Policy/Page	Revision	Comments
General changes	<p>Chapter title: Changed from Special Clients to Special Living Situations</p> <p>Language and terms:</p> <ul style="list-style-type: none"> • Changed client to participant • Gender neutral terms • Changed homeless to experiencing homelessness 	
Outreach to Individuals Experiencing Homelessness p. 1 - 2	<p>Procedure:</p> <p>Removed previous procedure related to the Facility Agreement Form to the “Participants in Shelters, Facilities, or Institutions” policy.</p>	
Participants without a Permanent Address p. 3 - 4	<p>Procedure:</p> <ul style="list-style-type: none"> • Added B: Ask open-ended questions in a participant centered manner to get insight on the applicant’s living conditions to assess whether an applicant is experiencing homelessness when living with others. • Updated C: Select “Homeless” from the Homeless/Incarcerated dropdown list on the Family Demographics screen when the participant is experiencing homelessness. • Added C, 2: Staff may want to write a Family Alert to share information pertinent to scheduling, etc. • Added C, 3: Staff write a note in the Individual Care Plan for information related to nutrition and nutrition education. 	
Participants in Shelters, Facilities, or Institutions p. 5 - 8	<p>Policy:</p> <p>Added Staff must provide the participant with a full certification period and WIC foods in the following situations:</p> <p># 3: The facility isn’t in compliance with the requirements listed in policy above, but there aren’t other alternatives available in the area.</p> <ul style="list-style-type: none"> • If the facility isn’t in compliance at the end of the participants certification period: <ul style="list-style-type: none"> ○ Staff complete a subsequent certification to determine WIC eligibility. 	

Volume 1, Chapter 19 – Special Living Situations
 Table of Revisions

Policy/Page	Revision	Comments
	<ul style="list-style-type: none"> ○ Staff can't provide food benefits if the participant remains in the facility. ○ Staff must provide infant formula or therapeutic formula so the participant continues to receive the nutrition needed to thrive. <p>Added Note: Hospitals don't fall under this policy because the participant isn't "residing" in the hospital. The participant or family maintains their physical address. Staff don't have to have a Facility Agreement Form completed with hospitals and Washington WIC doesn't provide foods or formula to participants in a hospital providing all the participant's nutrition needs.</p> <p>Procedure:</p> <ul style="list-style-type: none"> ● Added A, 1, bullet point: If the participant receives WIC benefits in one area but goes to a facility in a different area that is far away, the clinic where the person participates contacts the facility to get the form completed. ● Added A, Note: For agencies with more than one clinic the agency administrator or coordinator may complete the Facility Agreement Form with facilities, track the expiration dates, keep the original copies and send copies to each clinic. ● Updated D: Do the following when the certification period ends for a participant in a facility that doesn't meet the requirements: <ul style="list-style-type: none"> ○ Complete a subsequent certification to assess for WIC eligibility. ○ Don't provide foods if the participant remains in the facility. Participants not eligible to receive foods can receive WIC nutrition education, health assessment, follow-up, and referrals. ○ Provide infant formula or therapeutic formula in order to continue to receive the nutrition needed to thrive. ● Added F: Document pertinent information related to nutrition and 	

Volume 1, Chapter 19 – Special Living Situations
 Table of Revisions

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	nutrition education in the participant’s Individual Care Plan.	
Participants in Facilities or Institutions that Provide Meals	Removed policy.	The policy requirements are included in other policies in this chapter.
Appendix	Facility Agreement Form: <ul style="list-style-type: none"> • Updated form to align with current terminology and policy. • Updated with the current nondiscrimination statement. 	We included the form in the Appendix and also posted a fillable form version on the Policy and Procedure page .