

<p style="text-align: center;"><b>Nutrition Services</b> <b>Department of State Health Services</b></p>
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Effective March 1, 2016

Policy No. CS:22.0

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## **Completing the Supplemental Information Form**

### **Purpose**

To legally document notice of eligibility, release of client information, and applicant/participant rights and obligations, and compliance with the National Voter Registration Act (NVRA) of 1993.

### **Authority**

7 CFR Part 246.7(h)(7)

### **Policy**

Local agencies (LAs) shall use the Supplemental Information Form (SIF), to document appropriate notification of eligibility, release of information, rights, and obligations and provide applicants/participants the opportunity to register to vote.

In accordance with Policy GA: 19.0, LA staff shall provide pregnant, breastfeeding and postpartum applicants/participants with Opportunity to Register to Vote NVRA at each certification. Adult parents/guardians applying on behalf of a child may receive Opportunity to Register to Vote NVRA and shall be offered a voter registration application.

### **Procedures**

- I. At each certification, participants and parents/guardians/caretakers applying on behalf of a child shall be offered the opportunity to read, or have read to them, the Supplemental Information Form (SIF). The parent/guardian shall attend the initial certification appointment. - Refer to policy CR:07.0 for accommodations for families with special health care needs.

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- A. Rights and Responsibilities of a WIC Participant.** This section is to inform participants of their rights and obligations on the WIC Program (refer to Policy CR: 01.0).
- B. Required Signature Statement.**
1. The LA staff shall provide the Your Guide to Texas WIC booklet, (stock # 13-3) which includes the following USDA required information for each participant:
    - a. The purpose of the WIC Program is to provide nutritional support (i.e., education and strategies for a healthy diet, supplemental foods, referrals and breastfeeding promotion and support, during critical times of growth and development, to improve health and achieve positive health outcomes).
    - b. The nutrition assessment process is necessary to identify nutritional needs (e.g., medical conditions, dietary practices) and interests so that WIC can provide benefits that are responsive to the participant's wants and needs.
    - c. The relationship between WIC staff and the participant is a partnership – with open dialogue and two-way communication – working to achieve positive health outcomes.
    - d. WIC food benefits are prescribed for the individual, to promote and support the nutritional well-being of the participant and to help meet the recommended intake of important nutrients or foods.
    - e. The food provided by the Program is supplemental, and is not intended to provide all of the participant's daily food requirements.
    - f. Each participant must reapply at the end of the certification period and be reassessed for Program eligibility.
  2. After the applicant or parent/guardian/caretaker has been given the opportunity to read or have read to her/him the Rights and Responsibilities and Required Signature Statement, the applicant or parent/guardian/caretaker shall sign and date under 2. Required Signature Statement on the line designated as "Signature of applicant\*/parent/guardian/caretaker."

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- a. The SIF is a legal document. All signatures and dates on the form shall be made by the signing party in his/her own handwriting.
- b. A date stamp shall not be used, and initials shall not be used unless initials constitute the individual's official signature.
- c. The signature date shall reflect notification of eligibility within the appropriate processing timeframe (refer to Policy CS: 02.0).
- d. The signature of an additional parent/guardian/caretaker, who will also be a food benefit recipient, should be obtained if present during the certification. If the additional parent/guardian/caretaker signs the form at a later date than when eligibility was determined, that date shall be recorded next to the signature.
- e. Under extreme and unusual circumstances, a parent/guardian can provide authorization for another adult to be a food benefit recipient at an infant or child certification (e.g., parent/guardian is in the hospital, working parent not able to attend appointment). The parent/guardian shall
  - i. Write a note providing authorization including their signature.
  - ii. Complete the WIC Income Questionnaire (WIC-35-3) with their signature and provide all documents required for income screening.
- f. If a change in custody has occurred during a certification period, the new guardian shall complete and sign a new SIF. Income must be reassessed unless there are 90 days or less before the expiration of the certification period. For foster children, refer to Policy CS: 11.0.Certification of Foster Children.
- g. Eligible infant and/or child applicant/participant names shall be documented under "WIC Eligible Infants and Children." The form allows for five names. If additional children are eligible, a second form shall be completed (including the section on sharing information with the THSteps Program)

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and signed. Completing the NVRA is not required on the second form.

**C. Physically present:**

LA staff shall document the physical presence of an applicant/participant on the SIF by checking the "Yes" or "No" box (refer to Policy CS: 04.0 for the criteria and requirements for waivers when not physically present).

1. Infants less than one month old may be certified without being physically present; however, the infant shall be presented to WIC staff by the infant's six week birth date.
  - a. All required documentation shall be presented at the certification.
  - b. The date the infant was presented shall be documented in the "For WIC Official Use Only" section. The staff person witnessing physical presence shall enter their initials next to the date the infant was presented to WIC.
2. Pregnant, breastfeeding and postpartum applicants with special healthcare needs may be certified without being physically present (refer to Policy CR: 07.0). If determined eligible, an adult acting on behalf of the pregnant, breastfeeding or postpartum woman shall sign the Required Signature Statement in section 2. on the SIF and enter the pregnant, breastfeeding or postpartum woman's name below their signature.

**D. For WIC Official Use Only.** This section is for the Certifying Authority's (CA) or WIC Certification Specialist's (WCS) signature. The CA or WCS shall sign and date the form as the designated WIC official authorized to certify participants. The staff member's title shall be included (abbreviations are acceptable, e.g., CA, RD, WCS). By signing the SIF, the WIC official attests to the accuracy of determination of eligibility. This form is a legal document (see signature and date requirements under I.B.2. in this policy).

**E. Shared WIC Participant Information.** This section refers to the release of participant information to programs the Commissioner of

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the Texas Department of State Health Services has authorized to receive information for specified purposes.

1. For programs listed as 3. a., b., and c. on the SIF, applicants and parents/guardians/caretakers do not have the option of declining to permit information sharing if they decide to participate in the WIC Program.
2. For the Texas Health Steps (THSteps) Program, listed as 3.d. on the SIF, applicants and parents/guardians/caretakers have the option to disclose or decline to share information and shall place a mark in the appropriate box on the form. If the participant declines to disclose their information, LA staff shall check "99" under the "Referred To" on the Health Care/Referral section of all Participant Forms (WIC-36 through 41) of all family members being certified.

- II. **Opportunity to Register to Vote NVRA** At each certification, LA staff shall have pregnant, breastfeeding and postpartum applicants/participants read and complete the section titled "Opportunity to Register to Vote." Each LA will determine when to offer the voter registration services during the application process. Refer to Policy GA: 19.0 for the criteria and instructions on completing the Opportunity to Register to Vote and compliance with the National Voter Registration Act of 1993. Adult parents/caretakers applying on behalf of a child, are not required to complete the "Opportunity to Register to Vote" section; however, they shall be offered a voter registration application. These procedures apply to both eligible and ineligible persons.
- III. If a new family member is added, the same SIF form can be used within 30 days. For the Sharing of Information with THSteps Program, the parent/guardian/caretaker will initial by the box that they originally checked off. The parent/guardian/caretaker and staff shall sign and date by original signatures on both the SIF portions of the form where applicable. The new family member's name shall be added where applicable.