

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective June 1, 2002

Policy No. CS:31.0

Waiting List for WIC

Purpose

To ensure the delivery of WIC benefits to persons with the greatest need as soon as caseload slots are available. To ensure that LAs are not serving over their maximum approved caseload.

Authority

7 CFR Part 246.7

Policy

The local agency (LA) shall maintain a waiting list of applicants only when the total number of participants reaches the maximum available caseload.

Procedures

- I. A waiting list shall be started when monthly participation reaches maximum caseload.
- II. LAs have the following options when maintaining a waiting list:
 - A. to place all interested persons on a waiting list before they are screened for eligibility;
 - B. to screen or partially screen all applicants to determine a priority and place only eligible persons on the waiting list as follows:
 1. Exercise this option only when there are enough caseload slots available each month to realistically expect that most of the participants shall be enrolled.
 2. Partially screen to the point where eligibility is determined for the purpose of placement on a waiting list.
 - C. to screen or partially screen (see II B.) and determine the priority of the first 10 to 50 applicants on the waiting list so that

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the highest priorities may be enrolled as soon as caseload permits. The number screened shall depend on the size of project's caseload and its usual attrition rate.

- III. The LA's waiting list shall include, at a minimum, the following information about each applicant. Additional information, i.e., priority, shall be necessary if the LA determines eligibility before placement on a waiting list.
- A. applicant's name;
 - B. address and/or phone number;
 - C. age;
 - D. category of applicant (PNBIC);
 - E. date and notification of placement on the waiting list;
 - F. status as a migrant, Indian, or transfer;
 - G. date and time of appointment for screening, if known and if applicable;
 - H. date notified to schedule an appointment for screening or be enrolled, if applicable;
 - I. response to notification for appointment/enrollment; and
 - J. date of enrollment, if applicable.
- IV. Applicants shall be notified of their placement on the waiting list within 20 calendar days of their request for services.
- V. If the LA has a system for caseload management that eliminates certain low priorities or if there are not enough caseload slots to enroll low priorities, it is unnecessary to place individuals within those priorities by completing a partial, preliminary assessment of applicants. This would enable the placement of only high priority applicants on the waiting list. The nutritional assessment shall be completed at the time of enrollment.
- VI. Waiting lists are not limited to individuals initially applying for WIC. WIC participants wanting to reapply when their eligibility expires shall also be placed on waiting lists, when appropriate.

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- VII. Applicants with referral data shall not be given priority for enrollment or placement on a waiting list over applicants without referral data. The LA shall have procedures to assure that applicants without referral data are afforded equal opportunity in the pool of WIC applicants.
- VIII. If an applicant insists on being placed on a waiting list, he/she shall be placed on it.
- IX. When the LA is maintaining a waiting list, WIC staff shall always explain to applicants, in-state transfers, and out of state transfers with a valid Verification of Certification (VOC) why placement on a waiting list is necessary and what it means in terms of realistic possibilities for enrollment. Referral to other health/social services shall be made when appropriate.
- X. Out of state transfers who are within their certification period and have a valid VOC or in-state transfers within their certification period shall be put on the waiting list ahead of any other applicant.
- XI. Certified applicants/participants shall be recalled from the waiting list in the following order:
 - A. Transfers--both in-state and out-of-state by;
 - 1. priority; and
 - 2. earliest date of certification.
 - B. all other applicants/participants by;
 - 1. priority; and
 - 2. earliest date of certification.
- XII. If an applicant/participant's certification has expired prior to recall from the waiting list, the applicant/participant shall reapply for WIC food instruments.

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Guidelines

Available caseload slots may be estimated for the next month by:

- I. determining the number of participants whose certification expires; plus
- II. those who will be terminated as categorically ineligible; plus
- III. those who have failed to pick up food instruments for two consecutive months; plus
- IV. those who have terminated for other reasons, i.e., moving from the service area.