

**Indiana WIC Program
Indiana State Department of Health**

WIC Signature Page for Certification

Policy

One WIC Signature Page for Certification (WIC Signature Page) will be completed per household at each certification, custody change (including caretakers) and in-state or out-of-state transfer. WIC Signature Pages issued in local agencies that are involved in a Local Agency Memorandum of Understanding must include an Attachment A. Translated WIC Signature Pages must be provided by the State WIC office.

Authority

7 CFR Part 246.7(i)(9),(10),(11)(i)(ii)(iii)(A-E)

7 CFR Part 246.7(j)(1),(2)(i)(ii)(iii)

Indiana Code 12-32-1

Procedures

- I. When issuing the WIC Signature Page, clinic staff will provide assistance to applicants, clients and person present with infant or child applicants with limited reading abilities.
- II. Step 1 (Eligibility for Public Benefits) of the WIC Signature Page for Certification must be provided in hard copy to applicants or person present with infant or child applicants to complete and sign.
 - A. The completed form must be scanned into the INWIC Communications for Household screen.
 - B. The hard copy must be filed in the daily file.
 - C. A duplicate completed copy may be provided to the applicant, client or person present with the infant or child applicant as requested.
- III. All applicants or person present with infant or child applicants who are 18 years of age or older must indicate, under step 1 (Eligibility for Public Benefits) of the WIC Signature Page, their intentions regarding applying for WIC benefits on that day by checking one of two choices.
 - Prenatal or postpartum applicants: "I am applying for WIC benefits for myself".
 - Person present with infant or child applicants who are NOT applying for WIC benefits for themselves: "I am NOT applying for WIC

benefits for myself". Step 1 is considered complete for this household and the person present with infant or child applicants should be directed to step 2 (Consent for Services).

- IV. Prior to being screened for eligibility, as required by Indiana Code 12-32-1, all applicants who are 18 years of age and older must read the eligibility for public benefits paragraph; verify they are a United States citizen or a Qualified Alien (as defined under 8 U.S.C. 1641) and print/sign the signature line. No documentation or proof of citizenship or alien status is required.
 - A. Applicants 18 years of age and older who are unable to verify that they are a United States citizen or a Qualified Alien are, on that date, not eligible for program benefits and must be issued a Notice of Ineligibility.
 - B. If there are other applicants in the same household who are less than 18 years of age (i.e., infants, children or a minor prenatal or postpartum), these applicants may still apply for program benefits.
- V. Step 2 (Consent for Services) and step 3 (Rights and Responsibilities) of the WIC Signature Page for Certification must be provided in hard copy or laminated hard copy for the applicant, client or person present with infant or child applicant to read before capture of an e-signature by the INWIC system.
 - A. The e-signature records are saved to the Communications for Household screen at the household level.
 - B. A hard copy of each step and a print-out of the captured signature may be provided to the applicant, client or person present with the infant or child applicant as requested.
- VI. Prior to being screened for eligibility, the applicant or person present with infant or child applicant must read, under step 2 (Consent for Services) the consent for services paragraph and sign the e-signature. Agencies with local agency memorandum(s) of understanding must provide the applicant or person present with an infant or child applicant with Attachment A for them to read and initial. The Attachment A must be scanned into the Communications for Household Screen of the INWIC and the hard copy given to the applicant.

- VII. Prior to or after being screened for eligibility, the applicant, client or person present with infant or child applicant will, under step 3 (Rights and Responsibilities), read:
- A. the statement informing them of their applicant rights and client responsibilities under the program if they qualify for benefits.
 - B. the rights and obligations paragraph and, if they qualify for benefits, sign the e-signature.
- VIII. Clients or person present with infant or child clients with a change of custody must read:
- A. the consent for services paragraph and sign the e-signature. Attachment A may also need to be initialed if applicable.
 - B. the right to services and responsibilities under the program, and the Statement of Agreement, and sign the e-signature.