

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

Physical Presence at Certification

Policy

All applicants seeking participation in the WIC Program shall be physically present at each certification.

Authority

7 CFR Part 246.7 (o)(1),(2)(i-ii)

Procedures

- I. Local agency staff shall document the physical presence of an applicant in the INWIC.
- II. Written documentation of the exception of an applicant being physically present at Certification must be provided by a health care provider and must include:
 - A. a medical condition that necessitates the use of medical equipment that is not easily transportable;
 - B. a medical condition that requires confinement to bed rest; or
 - C. a serious illness that may be exacerbated by coming into the WIC clinic.

Documentation must be scanned into the client's record in INWIC.

- III. Competent Professional Authority (CPA) shall assess and document length of exemption from physical presence of applicant:
 - A. Short-term exemption: An applicant/participant may be exempt from physical presence requirement for one certification period.
 - B. Long-term exemption: An applicant/participant may be exempt for greater than one certification period.
- IV. The applicant's height, weight, and blood work will be obtained from the health care provider.