

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

Processing Standards

Policy

The applicant processing time frame must begin on the date the applicant calls or visits the clinic to apply for Program benefits.

Authority

7 CFR Part 246.7(f)(2)(i)(ii)(iii)(A)(B)

Procedures

- I. Special Nutrition Risk applicants shall be scheduled for an appointment, processed and notified of their eligibility/ineligibility within 10 calendar days of contacting the clinic to request program benefits.
 - A. The initial contact date is automatically populated in the MIS when prescreening is completed.
 - B. Processing standard dates for missed initial certification appointments and for subsequent certification appointments will be manually entered in the reapplication field of the MIS.

- II. All other applicants shall be scheduled for an appointment, processed and notified of their eligibility/ineligibility for the program within 20 calendar days of contacting the clinic to request program benefits.
 - A. The initial contact date is automatically populated in the MIS when prescreening is completed.
 - B. Processing standards for missed initial certification appointments and for subsequent certification appointments will be manually entered in the reapplication field of the MIS.