

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

WIC Program Booklet

Policy

The WIC program booklet (booklet) is provided to assist clients with their food purchases and to remind them of upcoming appointments. The WIC Program Booklet may also serve as a form of identification (ID) at WIC appointments.

Authority

USDA Policy Memorandum 2008-1

Procedures

- I. Issue one booklet per household. Foster children may be issued their own Booklet.
 - A. Print the Household ID.
 - B. Record upcoming appointments.
 - C. Provide clinic contact information.
- II. For the booklet to be used as a form of ID at WIC appointments the first and last names of the Authorized Representatives and clients in the household must be printed in the appropriate spaces.
 - A. The Authorized Representative may choose to opt out of using the booklet as a form of ID and to not have any names listed.
 - B. The booklet cannot serve as proof of ID at WIC appointments for a proxy. No proxy names should be listed on the Booklet.
 - C. The names of the client, Authorized Representatives and proxies in the INWIC are the official record for the household.