

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

**Homeless Agreements**

**Policy**

All local agencies will ensure compliance of homeless facilities and shelters in their area.

**Authority**

7 CPR Part 246.7(m)(i)(A)(B)(C);(ii)(iii)

**Procedure**

- I. Every two years homeless facilities and shelters in the area that serve potential WIC clients must be sent the Homeless Facility Letter and Response (retyped on agency letterhead).
- II. The facility must agree to comply with the terms, sign and return the Letter to the Coordinator before applicants living at the shelter can participate in WIC.
- III. The completed Response Form(s) must be kept on file at the local agency.
- IV. The coordinator will respond to complaints made by clients if terms of the Letter are not being followed.
- V. WIC foods will not be issued to a client residing in a homeless shelter, except for infant formula, if a homeless facility is found non-compliant during a client's certification period. All WIC foods will be issued to the client once compliance is determined or alternative shelter arrangements are made. Clients will continue to be eligible to receive all other WIC benefits, including nutrition education, breastfeeding promotion and support and referrals.