

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

**Certification Periods and
Notice of Expiration**

Policy

Each certification period has a beginning and an ending date, which is based on Federal Regulations depending on the client's category. Local agencies are allowed to shorten or extend no more than 30 days, the certification period of breastfeeding women, infants and children to accommodate better scheduling of the household. Clients will be notified of certification expiration at least 15 days prior to the end of the certification period.

Authority

7 CFR Part 246.7 (g)(1)(i)(ii)(iii)(iv)(v);(3)

7 CFR Part 246.7 (j)(8)

Policy Memo 96-1

Procedures

- I. The certification period begins on the date the applicant is determined eligible for program benefits.
- II. Pregnant women shall be certified for the duration of their pregnancy and up to the last day of the month in which their infant becomes six weeks old or her pregnancy ends or is terminated.
- III. Non-breastfeeding postpartum women shall be certified up to the last day of the sixth month after their infant is born or their pregnancy ends or is terminated.
- IV. Breastfeeding women, including non-birth mothers, who discontinue breastfeeding before six months postpartum shall be certified up to the last day of the sixth month after the infant is born.
 - A. The Breastfeeding Status Change must be completed on the Cert Action Screen in INWIC and the client's category changed to Non-breastfeeding Postpartum (NPP). Update the food package.

- B. The woman's previous Nutrition Risks must be reviewed. If the breastfeeding certification was based solely on breastfeeding risk factors, the CPA must reassess for postpartum risk factors.
 - 1. If no risk factor is found, the client must be manually terminated on the Cert Action screen of INWIC. The INWIC will automatically generate the Termination Letter.
 - 2. The WIC Coordinator or designee must sign and note the WIC clinic phone number on the Termination Letter.
 - 3. Scan the Termination Letter into the INWIC and give the original to the client. Scanned copies may be viewed from the communications screen in the INWIC.
- V. Breastfeeding women who discontinue breastfeeding after six months postpartum shall no longer qualify categorically.
 - A. The client must be issued up to one month of remaining food benefits.
 - B. The Breastfeeding Status Change must be completed on the Cert Action Screen in INWIC and the client's category changed to Non-breastfeeding Postpartum (NPP).
 - 1. The INWIC system will automatically terminate the client on the Cert Action Screen of INWIC and generate the Termination Letter.
 - 2. The WIC Coordinator or designee must sign and note the WIC clinic phone number on the original Termination Letter.
 - 3. Scan the Termination Letter into the INWIC and give the original to the client. Scanned copies may be viewed from the communications screen in the INWIC.
- VI. Breastfeeding women, including non-birth mothers, shall be certified up to the last day of the month in which the infant turns one year old. Only one woman may be certified as breastfeeding per infant.
- VII. Children shall be certified for a 12 month period. A child's eligibility expires at the end of the month in which the child reaches their fifth birthday.
- VIII. Infants six months and older at the time of certification, shall be certified for a six month period. Certification shall expire on the last day of the sixth month.

- IX. Infants younger than six months at the time of certification shall be certified up to the last day of their birth month. Certification shall expire on the last day of the month in which the infant turns one year of age.
- X. A written Notice of Certification Expiration will be generated by the INWIC and issued at the last benefit issuance. The INWIC will retain a record of the notification; copies will not be kept by the clinic.