

Definitions

Adjunctive income eligibility – Applicants certified eligible to receive Food Stamps, TANF, Indiana Medicaid, including but not limited to Hoosier Healthwise, Healthy Indiana Plan (HIP) and prenatal applicants enrolled in Presumptive Eligibility for Pregnant Women (PEPW) are accepted as adjunctively income-eligible for WIC.

A WIC applicant who is a member of a family that is certified eligible to receive TANF or who is a member of a family in which a pregnant woman or an infant is certified eligible to receive Indiana Medicaid is accepted as adjunctively income-eligible for WIC.

Applicant – a pregnant, breastfeeding or postpartum woman; infant/breastfeeding infant; or child who is applying to receive WIC Program benefits, includes a client who is reapplying because the certification period is about to expire.

Authorized Representative – may be the WIC client or their primary caretaker. A minor prenatal or postpartum woman may be an authorized representative for herself. A minor parent, including a father, may be an authorized representative for their own infant or child. All other authorized representatives must be 18 years of age or older. The authorized representative is responsible for the household's adherence to the rights and obligations under the program.

Breastfeeding – the practice of feeding a mother's breastmilk to her infant(s) on the average of at least once a day.

Breastfeeding women – women up to one year postpartum who are breastfeeding their infants.

Breastfeeding Aid – items that directly support the initiation and continuation of breastfeeding. Aids include but are not limited to: feeding cups and feeding syringes; temporary nursing supplementer/syringe & tubing (SNS); breast shells; nipple shields; nipple inverters; and nursing pads.

Caretaker – someone who financially supports and provides daily care for a minor.

Caseload – number of clients who are issued benefits during the month, including fully breastfed infants who do not receive food benefits but whose mothers receive food benefits or partially breastfeeding women who do not receive food benefits but whose infants receive food benefits from WIC.

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Certification - implementation of criteria and procedures to assess and document each applicant's eligibility for the program.

Children in Need of Services (CHINS) - Children experiencing serious difficulties who are in need of services in order to protect the child from the long lasting impact of harmful behavior.

CHIRP – Children and Hoosier Immunization Registry Program

Civil Rights – The nonpolitical rights of a citizen; the rights of personal liberty guaranteed to U.S. citizens by the 13th and 14th Amendments to the U.S. Constitution and by acts of Congress.

Client – a term used in the INWIC system which carries the same meaning as the term "participant" found in the definition list of the federal regulation under 7 CFR Part 246.2.

Client violation – any intentional action of a client, parent/guardian/caretaker of an infant or child client, or proxy that violates Federal or State statutes, regulations, policies, or procedures governing the program.

Combat Zone – any area that the President of the United States designates by Executive Order as an area in which the U.S. Armed Forces are engaging or have engaged in combat.

Complainant – A person or group of persons who allege discrimination in the delivery of program benefits or services by a State agency, local agency, or other sub-recipient.

Complaint – A verbal or written allegation of discrimination that indicates an FNS-conducted or –assisted program is administered or operated in such a manner that it results in disparity of treatment or services being provided to persons or groups of persons because of their protected bases.

Confidential Information - Any information about an applicant or client, whether it is obtained from the applicant or client, another source or generated as a result of WIC application, certification, or participation, that individually identifies an applicant or client and/or family members.

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Conflict of Interest (Employee) – Certification practices that include: (a) Certifying oneself; (b) Certifying relatives or close friends; (c) one employee determining eligibility for all certification criteria and issuing WIC benefits for the same client.

Days – means calendar days

Disability – A physical or mental impairment that substantially limits one or more of an individual's major life activities, having a record of such impairment, or being regarded as having such impairment.

Discrimination – The act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on the protected classes of race, color, national origin, age, sex, and disability.

Disqualification – the act of ending the Program participation of a client, authorized food vendor, or authorized State or local agency, whether as a punitive sanction or for administrative reasons.

Dual Participation – simultaneous participation in the Program in one or more than one WIC clinic, or participation in the Program and in the CSFP during the same period of time.

Exempt infant formulas - for infants who have medical or dietary problems, errors of metabolism, or are low birthweight or premature. Formulas identified as "Exempt" (E) on the most current Indiana WIC Authorized Formulas list maintained by the state WIC office.

Exposure incident - when an employee or client's eye, mouth, or other mucous membrane, non-intact skin comes in contact with blood or other potentially infectious materials.

Foster Child – A child who has been placed in the State's or county's legal custody for reasons such as the child's custodial parents/guardians being unable to provide a safe family home due to abuse, neglect, or an inability to care for the child.

Guardian – someone who possesses legal documentation that they have custody of the minor.

Gross Income – wages before taxes and deductions

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Health Services – ongoing, routine pediatric and obstetric care (such as infant and child care and prenatal and postpartum examinations) or referral for treatment.

Homeless Individual – a woman, infant, or child who lacks a fixed and regular nighttime residence; or whose primary nighttime residence is defined as a homeless facility.

Homeless facility – is defined as one of the following:

1. A publicly or privately operated shelter (including a welfare hotel, a congregate shelter, or a shelter for victims of domestic violence) designated to provide temporary living accommodation;
2. An institution that provides a temporary residence for individuals intended to be institutionalized;
3. A temporary accommodation of not more than 365 days in the residence of another individual; or
4. A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

Household or "Economic Unit" – a group of people, not necessarily related, living together in the same dwelling as one economic unit or household (except that residents of a homeless facility or an institution are not considered as members of a single family). Household members share income and consumption of goods and/or services. Temporary living arrangements may qualify for a separate household for a one year period.

Ineligible – an applicant does not qualify for WIC program benefits.

Infection Control – procedures used to minimize the risk of spreading infection. (This would include dealing with bodily fluids other than blood.)

Internet Learning Module – on-line learning activities designed to help clients learn more about parent wellness and child feeding issues. The website may be accessed at <http://wichealth.org/> .

Investigation – Formal gathering of facts by the appropriate Office of Civil Rights or other authorized government agency or private contractor that will refute or substantiate an allegation of discrimination.

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Imperviously-backed - material incapable of being penetrated.

Income - gross wages and other monetary payments for the household.

Individual Learning Activities (ILA) – Any activity designed for an individual to complete with minimal assistance. These activities usually involve reading prepared information sheets and/or viewing information on a video, and finally completing an activity to assess comprehension of the information.

Information Technology Resources – Includes all Indiana WIC hardware and software.

In-State transfer – a person who moves from one local WIC agency to another WIC agency within Indiana.

Institution – any residential accommodation, which provides meal service. Exceptions are private residences and homeless facilities.

Limited English Proficiency (LEP) Persons – Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English. Recipients of Federal financial assistance have a responsibility to take reasonable steps to ensure meaningful access to their programs and activities by person(s) with limited English proficiency.

Medicaid - Medical coverage is available to certain families, children, and pregnant women under various Indiana Health Coverage Programs including, but not limited to, the Healthy Indiana Plan or HIP 2.0, Hoosier Healthwise, Hoosier Care Connect, Home and Community Based Services and MED Works

Medical Records - Client paper files containing information that may include a diagnosis, treatment, prescription or progress note are considered medical records or "health records". (A record that includes immunization status and reflects treatment information is a health record.)

Migrants – (migrant farm workers) individuals whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establish, for the

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purposes of such employment, a temporary abode. Income is good for 12 months.

Nutrition education - individual and group sessions and the provision of materials that are designed to improve health status and achieve positive change in dietary and physical activity habits, and that emphasize the relationship between nutrition, physical activity, and health, all in keeping with the personal and cultural preferences of the individual.

Nutrition Education Program (NEP) - (As it applies to Group classes) Provides Second Nutrition Education Group classes to WIC clients on topics such as

- the Food Guide Pyramid,
- food labels,
- breakfast as the most important meal of the day,
- eating a variety of fruits and vegetables,
- meeting your recommended amounts of calcium rich foods,
- choosing lean protein sources,
- knowing and choosing healthy fats
- elements of home food safety
- preparing simple meals

Nutrition risk - is defined as:

1. Detrimental or abnormal nutritional conditions detectable by biochemical or anthropometric measurements;
2. Other documented nutritionally related medical conditions;
3. Dietary deficiencies that impair or endanger health;
4. Conditions that directly affect the nutritional health of a person, including alcoholism or drug abuse; or
5. Conditions that predispose persons to inadequate nutritional patterns including, but not limited to, foster care, homelessness and migrancy.

Out-of-State transfer - a person who moves from a local WIC agency in another state or U.S. territory to any WIC agency within Indiana.

Other harmful substances - other substances such as tobacco, prescription drugs and over-the-counter medications that can be harmful to the health of the WIC population, especially the pregnant woman and her fetus.

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Potentially infectious materials - human body fluids including urine, feces, semen, vaginal secretions, cerebrospinal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood.

Program incentive items – refers to a class of goods, usually of a nominal value, that are given to applicants, clients, potential clients, or persons closely associated with the WIC Program (such as staff) for purposes of outreach, nutrition education, or breastfeeding promotion. Other terms that may be used to describe these items include memorabilia, souvenirs, or promotional items.

Proxy - a prenatal/postpartum minor applicant OR a person 18 years of age or older, who is designated by the Authorized Representative to act on their behalf.

Qualified Staff Person – A staff member other than a Competent Professional Authority (CPA) who is covered in the local agency’s standing orders and has been trained to complete specific clinical duties.

Residence – location or address where applicant routinely lives or spends the night.

Returned Formula – WIC issued infant formula and/or medical food that has been returned to the WIC clinic.

Sanction – a measure designed to enforce a law or standard (dictionary definition)

Search Warrant – issued by the courts and used by law enforcement officers to obtain information, and sometimes objects, from specific premises.

Second Nutrition education – interactions between clients and WIC Staff that achieve positive change in dietary and physical activity habits.

Self-Employed Income – income earned after business expenses.

Sharing Session – a form of group nutrition education in which WIC clients gather with a facilitator to discuss a nutrition related topic in an open and informal exchange. Every Sharing Session should be a new learning opportunity because it reflects the interests, knowledge, and experiences of a new group of clients.

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Special nutrition risk applicants – prenatal, infant and applicants who meet the federal criteria for being migrant farm workers.

Staff – paid and contractual employees, interns, students and volunteers.

Standard contract formula – those formulas included on the current statewide infant formula contract and shown on the most current Indiana WIC Authorized Formulas list maintained by the State WIC office.

Standard non-contract formula – those standard formulas not included on the current formula contract.

Subpoena – a written directive for information to be provided by an individual or entity. One type of subpoena (subpoena duces tecum) orders the production and delivery of documents.

TANF – Temporary Assistance for Needy Families

Termination – client is removed from the program.

UHT Milk – Ultra High Temperature Milk that does not require refrigeration until opened.

Underserved Group or Community – a group or community whose participation in an FNS program is significantly below the percentage of potentially eligible members of the group or community in the service area.

Universal Precautions – the practice of avoiding contact with blood by means of wearing medical gloves and using retractable lancets.

WIC Eligible Nutritionals - for children and adults with a specific medical or nutritional need. Formulas identified as “WIC Eligible Nutritionals (WEN) on the most current Indiana WIC Authorized Formulas list maintained by the state WIC office.