

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

**Table of Contents**

**Management**

**Section 01- Clinic Staff Functions**

CLIA Waiver

Client Fraud, Abuse and Sanctions

Confidentiality – Requests for Information

Infection Prevention and Universal Precaution

Reporting Suspected Child Abuse or Neglect

Separation of Duties and Conflict of Interest for WIC Employees

Voter Registration

Waiting List

**Section 02 – WIC Coordinator Responsibilities**

**Appeal Process**

- Applicant or Client Right of Appeal And Uniform Rules of Procedure for Applicant or Client Fair Hearings
- Local Agency Complaint Investigation Form

**Personnel**

- Competent Professional Authority
- Employee Training and Inservice Education Plan and Roster
- Information Technology Resources
- Qualified Nutritionist

Caseload Management

Clinic Hours

Clinic Records Storage, Retention, and Disposal

Confidentiality – Information Used for WIC and Non-WIC Purposes

Disaster Response Policy

Establishing, Moving, or Closing Clinic Sites

Homeless Agreements

Local Agency Memorandum of Understanding

Local Agency Policies

Nutrition Education Plan

Physician Agreements

Publicity and Outreach

Purchasing Anthropometric Equipment

State Disaster Plan

## **Forms**

### **Management**

#### CLIA Forms

- WIC Temperature, Cleaning and Control Log for Hemoglobin Testing Areas

#### Client Sanctions

- List of Violations and Sanctions

- Sanctions Due to Program Violations

- (Translated into Burmese, Chin and Spanish)

#### Personnel

- Hepatitis B Vaccine Waiver Form

- Information Technology Resources User Agreement Form

- Staff Confidentiality Statement

#### Release of Information

- Release of Information Form

- (Translated into Burmese, Chin and Spanish)

#### Voter Registration Forms

- VRG-6 (Indiana Voter Registration Form – English)

- VRG-9 (Transmittal of Voter Registration Materials Form)

Clinic Site Form (SF54145)(10-09)

Homeless Facility Letter & Response

Physicians' Agreement for Services