

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

Termination

Policy

A client terminated from the program during a Certification period shall be notified in writing of the reason for their termination and of the right to a fair hearing.

Authority

7 CFR Part 246.7(c)(1)(i)(ii)(iii)
7 CFR Part 246.7(f)(2)(iii)(A)(B)
7 CFR Part 246.7(j)(6)
Indiana Code 12-32-1

Procedures

- I. The chart of each client terminated from the program will have the reason for the termination selected from the drop down on the Cert Action screen. The INWIC will retain a record of the selection.

- II. When system assigned or manually selected from the termination drop down, the following reasons will auto-fill onto the Termination Notice. The Termination Notice states the effective date of termination is 15 days from the date of the notice.
 - A. Categorically ineligible – used when a breastfeeding women discontinues breastfeeding: (a) system assigned when breastfeeding is discontinued after six months postpartum; (b) manually assigned when breastfeeding is discontinued before six months postpartum and the women’s previous nutrition risk assessment resulted in only breastfeeding risk factors and a reassessment results in no new risk factor.
 - B. Over income – manually assigned when the household is determined to be over income. (Per 7 CFR Part 246.7(h)(1)(ii) *Mandatory disqualification mid-certification for income eligibility*)
 - C. Client requested termination – manually assigned when the client asks to be removed from the program.
 - D. Certified in error – manually assigned when the client is certified in error for the WIC Program.

- E. Placed on a waiting list/priority not being served – system assigned when a client is in an active certification period and their priority is being closed due to funding shortage.
- III. When the terminated client is due for benefit issuance, one month of benefits should be issued prior to performing the termination. No benefits will be issued after the termination date.
- IV. If the terminated client appeals their termination within 60 days of receiving the Termination Notice, the client record must be reinstated by changing the termination date in INWIC. Benefits must then continue until the Certification period ends or a hearing decision is made.
- V. The local agency Coordinator or other WIC representative must sign the Termination Notice and note the clinic phone number.
- VI. Scan the completed notification and give the original to the client or authorized representative. Scanned copies may be viewed from the communications screen in the INWIC.
- VII. The client or authorized representative must be informed that any change to their income or medical status allows them to reapply at any time.
- VIII. When “Proof Not Provided within 30 Days” is system assigned in the termination drop down, no Termination Notice will be issued. Clients placed in a 30-day Short Cert are issued a 30-day Benefit Notification at the start of the certification. This notification includes the right to appeal. No additional benefits will be issued for these clients after termination.
- IX. When “Duplicate Enrollee” is selected from the termination drop down, a Sanction Due to Program Violations form must be issued instead of a Termination Notice. File a copy in the Sanction file and give the original to the client or authorized representative.
- X. When “Moved Out of State/Not a Resident of Indiana” is selected from the termination drop down, a Verification of Certification form must be issued for the client who is applying for WIC in another state. Future benefits from Indiana WIC will be voided.