

Nutrition/Health Volume  
Certification Section

Physical Presence at Certification or Recertification (2.02700)

ER# 2.02700

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**POLICY:** The local WIC provider (LWP) shall require that the person being certified or recertified be physically present at the time eligibility for the WIC Program is determined, with limited exceptions allowed.

**PROCEDURES:**

A. Physical Presence Requirement:

1. Individuals seeking participation in the WIC program must be physically present when determining eligibility unless the applicant, participant, parent or guardian meets the limited exceptions allowed.

B. Exceptions for Physical Presence:

1. Reasonable Accommodation of Disabilities:
  - a. If an applicant, participant, parent, or guardian has a disability that makes it difficult to come to a clinic for certification, or recertification, the applicant or participant may be certified without being physically present. Only those disabilities that create a current barrier to the physical presence requirement may serve as a basis for an exception.
  - b. Examples of disabilities creating a current barrier are:
    - i. A newborn infant with medical complications.
    - ii. A medical condition that necessitates the use of medical equipment not easily transportable.
    - iii. A medical condition requiring confinement to bed.
    - iv. A serious illness that may be exacerbated by coming into the clinic.
    - v. A highly contagious illness that may be readily communicated to others by coming into the clinic.
  - c. Applicant, participant, parent, or guardian shall provide documentation from a physician or primary care provider stating the disability status and length of disability.
2. Receiving ongoing health care.
  - a. Infant or child who was present at the initial certification and with documentation of ongoing health care from a health care provider.
3. Working parents or caretakers.

- a. Infants or children present for certification/recertification at least once within the prior 12 months and are under the care of one or more working parents or caretakers whose working status presents a barrier to bringing the infant or child in to the LWP.
  - i. When a child has two parents/primary caretakers, both must work for the exception to apply.
  - ii. The LWP shall obtain a statement from both parent(s)/caretaker(s) documenting their employment and work hours.
- C. The local WIC provider must document whether the applicant or participant is physically present.
- D. The participant, guardian or caretaker shall provide the LWP with appropriate medical referral data and anthropometric measurements, which have been collected within 60 days prior to date of certification and must reflect current health status.
- E. Statute of Limitation
  - 1. The exemption from physical presence shall be handled on an individual basis and only applies to the certification period for which applying. At each recertification, the request for exemption from physical presence must be reassessed.
  - 2. Any long-term permanent disabilities requiring exemptions for physical presence must be approved by the WIC State Office staff and the documentation maintained in the participant's file.