

Administration Volume
Certification Section Notification of Ineligibility and Expiration of Certification
(3.03300)

ER# 3.03300

Authority 7CFR 246.7(j)(2), (5) & (6); 7 CFR 246.9(a), (g) and (j), FNS Instruction 803-9,
Rev. 1

Issued 1/81

Revised 10/16

POLICY: The local WIC provider (LWP) shall give applicants and participants written notice of the reason for program ineligibility and the right to a fair hearing. Participants or their caregiver shall be notified their certification is about to expire no less than 15 days but no more than 60 days before their certification end date.

PROCEDURES:

- A. When an applicant or participant is determined ineligible at a certification or recertification visit, the LWP shall complete an official Notification of Ineligibility form that includes the Right to Fair Hearing information and give or mail the notice to the applicant/participant. The notice may be printed from MOWINS, or the LWP may use the state office form. LWPs using the state office form must retain a copy in a central file.
 1. Participants found to be ineligible at certification shall not receive food benefits.
- B. The LWP does not need to give written notification of ineligibility to applicants whose income has been assessed over the telephone prior to initial certification or not picking up food instruments.
- C. When a participant is found ineligible for Program benefits at any time during the certification period, the participant must be given a Notification of Ineligibility form that includes the Right to Fair Hearing information- not less than 15 days before termination of eligibility. Refer to [ER# 3-02000](#) [ER# 1.06800](#).
 1. Written Notice of Ineligibility is required for the following:
 - a. Participant is not at nutritional risk.
 - b. Participant exceeds WIC Program income guidelines and is not adjunct eligible for services.
 - c. Participant does not live, work or receive healthcare in Missouri.
 - d. Participant is not categorically eligible.
- D. Notice of expiration of a certification period must be given to the participant between 15 and 60 days prior to the expiration date.
 1. LWP staff member issuing checks to a participant shall check the MOWINS Show Details screen for the recertification date.
 2. Notification can be accomplished by the one of the following three options:
 - a. The LWP writes and highlights the certification end date on the ID folder.

- b. The LWP uses an appointment reminder system to call or text notice of expiration to participants. A report of the notifications should be retained in a central file in the agency.
- c. LWP staff informs participants that benefits will cease at the time after the Last Date to Use of the last set of food instruments, and the need to recertify. LWPs using verbal notice only must document in MOWINS.