

Administration Volume  
Certification Section

Participant Identification Folder (WIC-17) (3.03950)

ER# 3.03950

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**POLICY:** The local WIC provider (LWP) shall give a Participant Identification Folder to each participating household at the initial certification and replace the folder as needed.

The LWP shall use the Participant Identification Folder to provide the participating household with pertinent WIC information.

The LWP shall provide a current copy of the approved food list and instruct participants/guardians to keep in the Participant Identification Folder.

**PROCEDURES:**

- A. The LWP shall give a Participant Identification Folder to each participating household. The folder is designed to be used for the following purposes:
1. To provide the authorized representative (guardian) with a listing of all active participants in the household and their next WIC appointment.
  2. To provide authorized representative or proxy signatures for the vendor to use for comparison when the food instrument is redeemed.
  3. To give the participant information for contacting the local WIC provider.
  4. To enable participants to keep track of appointment dates and times.
    - a. To inform participants of months scheduled for nutrition education.
    - b. To inform participants of months in which they will be scheduled for food instrument pick-up and/or recertified for program eligibility.
  5. To serve as a written notice and reminder of participant rights and responsibilities.
  6. To provide the participant with a means of keeping WIC food instruments and other WIC materials secure.
- B. The LWP shall explain the following when giving a Participant Identification Folder to each participating household:
1. The purposes of the folder described in A.
  2. The rights and responsibilities bulleted on the Participant Identification Folder.
  3. Signatures of the authorized representative and proxy(ies) are required and must match signature(s) on the food instrument when redeemed.
  4. Food items on the approved WIC food list.
  5. Procedures to properly use the WIC food instruments as described in the Participant

Identification Folder.

C. The Participant Identification Folder is completed as follows:

1. Authorized Representative: Enter name and the household identification number.
2. Participating Family Members Area:
  - a. Name: Enter the names of all active participants in the household.
  - b. Category: Enter the category (I, C, P, N, or B) of each participant in the household.
  - c. Participant ID Numbers: Enter each participant's DCN and WIC state ID number.
3. Participant Appointment Schedule:
  - a. At each visit, enter the date and time of next appointment.
  - b. Write in the appointment type, i.e. food instrument pick-up, nutrition education, immunization, recertification, or other.
4. Authorized Signatures:
  - a. Authorized representative (guardian) must sign the front of the folder.
  - b. A maximum of two proxies authorized by the authorized representative must sign the front of the folder.
5. LWP Agency Name, Agency Number, Telephone Number, and Address: Affix LWP label or stamp or enter LWP information in the front of the folder.

D. Update the folder at each recertification, or as needed, for each participant.

E. Replace the folder when:

1. The participant loses it.
2. All appointment spaces are used.
3. Instructed to do so by the State WIC office.
4. Damaged or defaced.
5. The authorized representative or proxy changes during the certification period.
6. Authorized signature lines appear altered or new authorized signatures are needed.