

III. Information Systems

3.1.050 Certification and Appointment Backup Forms

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POLICY: When the Missouri WIC Information Network System (MOWINS) or computer equipment fails, the local agency (LA) shall use the backup forms provided by the state agency (SA) to collect the minimum required demographic, income assessment, nutrition assessment, nutrition education, food prescription information, and signatures.

PROCEDURES:

- A. When MOWINS or computer equipment fails during certification, the LA shall:
1. Perform the screening procedures to determine program eligibility by completing the WIC Proof of Eligibility ([WIC-30](#)) form.
 - a. If the participant is found to be ineligible, notify the participant of ineligibility. Refer to [8.1.170](#).
 - b. If the participant is found to be eligible, review the WIC Participant's Rights and Responsibilities (WIC-10) form and obtain the appropriate signature.
 2. Complete the certification using the WIC Certification – Women (WIC-1) or WIC Certification – Infants and Children (WIC-2) forms according to program category.
 3. Provide the participant explanation. Refer to [8.1.080](#)
- B. When MOWINS or computer equipment fails during food benefit issuance or nutrition education, the LA shall:
1. Provide the nutrition education contact, as scheduled.
 2. Document the nutrition education topic(s) provided and complete the address portion of the WIC Nutrition Education backup form.
- C. Advise the authorized representative or proxy the LA will contact them when benefits may be issued.
- D. When MOWINS or the computer equipment is restored:
1. Enter the data collected on the backup forms in MOWINS. Observe separation of duties requirements. Refer to [8.1.030](#).
 2. Scan the signed WIC Participant's Rights and Responsibilities ([WIC-10](#)) form in MOWINS.
 3. Make an appointment for the participant to return to receive benefits.