

VIII. Certification and Eligibility and Coordination of Services

8.1.170 Notification of Ineligibility, Termination, or Expiration of Certification

Authority 2019 7 CFR 246.7(h)(1), (j)(2), (5), (6), and (8); 7 CFR 246.9(a) and (g), FNS Instruction 803-9, Rev. 1

Issued 01/1981

Revised 02/2020

POLICY: The local agency (LA) shall give an applicant, participant, authorized representative, or proxy a written notice of the reason for program ineligibility and the right to a fair hearing.

The LA shall give notice to a participant, authorized representative, or proxy when their certification is about to expire.

PROCEDURES:

- A. A written notice of ineligibility is required for the following:
1. The applicant or participant is not at a nutritional risk.
 2. The applicant or participant exceeds WIC program income guidelines and is not adjunctively eligible for services.
 3. The applicant or participant does not live, work, or receive health care in Missouri.
 4. The applicant or participant is not categorically eligible.
- B. When an applicant or participant is determined ineligible at a certification, the LA shall:
1. Complete and provide the WIC Notification of Ineligibility or Termination form ([WIC 19](#)) or provide the notification generated from the Missouri WIC Information Network System (MOWINS). The LA must scan a copy into MOWINS. Refer to policy [11.1.030](#).
 2. Inform the applicant or participant food benefits will not be provided due to ineligibility.
- C. When a participant is determined ineligible during a certification period, the participant must be advised at least 15 days prior to termination. The LA shall complete and provide the WIC Notification of Ineligibility or Termination form ([WIC 19](#)). Refer to policy [11.1.030](#).
- D. When a participant is nearing the expiration of a certification period, the participant must be advised at least 15 days, but no more than 60 days, prior to expiration. The LA must provide notification of expiration by providing the participant the notice printed on the eWIC Shopping List or Account Balance.