

IX. Food Delivery/Food Instrument Accountability and Control

9.1.020 Food Benefit Issuance Cycles

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POLICY: The local agency (LA) staff shall assign the food benefit issuance cycle for each participant at certification.

Only the competent professional authority (CPA) can increase the issuance cycle, but all staff can adjust the issuance cycle to accommodate appointment scheduling.

The maximum issuance cycle is three months.

PROCEDURES

A. Determine issuance cycles:

1. Participants certified in the following categories or with the following conditions shall be placed on a monthly, bi-monthly, or tri-monthly issuance cycle for their certification period.
 - a. Monthly cycle:
 - i. All newborns (birth-1 month)
 - ii. All postpartum women certified after delivery or termination of the pregnancy for any reason (need blood work collected at 4-6 weeks postpartum)
 - iii. Participants who refuse nutrition education
 - iv. Breastfeeding women with complications (risk factor 602)
 - v. Participants certified in the labor, delivery, recovery, and postpartum (LDRP) hospital setting
 - vi. High-risk women, infants, and children with or without a care plan
 - b. Bi-monthly cycle:
 - i. Infants 1-6 months of age
 - iii. Breastfeeding and nonbreastfeeding postpartum women certified at or after 1 month postpartum
 - iv. Nonbreastfeeding women, 1 month postpartum (cycle matches the infant)
 - v. Foster children in short-term care
 - vii. High-risk women, infants, and children with a care plan
 - viii. Pregnant women certified during their third trimester. The LA is encouraged to schedule pregnant women for a cycle less than tri-monthly in order to offer essential breastfeeding and nutrition

information that is critical and timely during the brief prenatal period

- c. Tri-monthly cycle:
 - i. Breastfeeding women certified at or after 6 months postpartum (except those with risk factor 602)
 - ii. Infants 6 months up to first birthday
 - iii. Children 1 year up to fifth birthday
 - iv. Non-high-risk women, pregnant women certified during their first or second trimester, and children (no active care plans)
 - v. Homeless or migrant participants
- d. Exceptions must be documented in the participant's chart

- B. The CPA or WIC certifier must assign the issuance cycle for each participant at the initial certification or during their benefit period. Any reason(s) for cycle change other than those listed in this policy must be documented in the general notes in the participant's chart in the Missouri WIC Information Network System (MOWINS).
- C. Refer to policy [8.1.160](#) for information on cycle assignment when a participant is transferring to another state's WIC program.