

Administration Volume  
Certification Section

Schedule of Annual Certification and Mid-Certification Assessment (MCA)  
Periods (3.03500)

ER# 3.03500

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POLICY: The local WIC provider (LWP) shall use the certification and MCA periods established by the MOWINS data system.

PROCEDURES:

- A. The MOWINS data system will automatically calculate the certification and MCA dates according to program categories as follows:
1. Prenatal women
    - a. Prenatal women are eligible for certification through the last day of the month in which the infant turns 6 weeks old or the pregnancy ends.
    - b. A MCA is not required for prenatal women.
  2. Breastfeeding women
    - a. Breastfeeding women are eligible for certification for up to one year postpartum, or until the woman stops breastfeeding, whichever occurs first.
      - i. The MCA date is set by MOWINS to be 6 months after the certification effective date.
      - ii. The MCA may be completed up to 60 days prior to the MCA date.
      - iii. The MCA shall be completed no later than the last day of the certification period.
      - iv. A MCA is not required for breastfeeding women certified after 6 months postpartum.
  3. Non-Breastfeeding women
    - a. Non-Breastfeeding women are not eligible for certification beyond six months postpartum, therefore, the end certification date must be shown as the last day of the sixth month after the baby is born or the last day of the sixth month after the pregnancy ends.
    - b. A MCA is not required for non-breastfeeding women.
  4. Infants
    - a. Infants from birth to 6 months of age are eligible for certification for a period extending up to the end of the month of the first birthday.

- i. The MCA date is set by MOWINS to be 6 months after the date of birth.
    - ii. The MCA may be completed up to 60 days prior to the MCA date as long as the infant is at least 6 months of age.
    - iii. The MCA shall be completed no later than the last day of the infant's 11<sup>th</sup> month.
  - b. Infants older than 6 months of age are eligible for certification for the next six months and appropriate food package and status changes shall be made at 1 year of age.
    - i. A MCA is not required.

5. Children

- a. Children are eligible for certification at twelve (12) month intervals. Exception: the child is terminated at the end of the month in which the child has the fifth birthday.
  - i. The MCA date is set by MOWINS to be 6 months after the certification effective date.
  - ii. The MCA may be completed up to 60 days prior to the MCA date.
  - iii. The MCA shall be completed no later than the last day of the certification period.

B. Extending or shortening certification periods by 30 days.

- 1. In cases where there is difficulty scheduling appointments, the certification time may vary plus or minus 30 days from the certification due date. The new certification due date would be calculated in the manner described in A.1 through A.5.
- 2. The following guidelines apply to extending or shortening certification periods:
  - a. Prenatal-do not shorten or extend.
  - b. Breastfeeding-do not shorten or extend.
  - c. Non-breastfeeding-do not shorten or extend.
  - d. Infant certified at age six (6) months or less-do not shorten, can extend.
  - e. Infant certified over age six (6) months-can shorten or extend. (Note: **shall** not shorten if would bring the infant in at less than one year of age.)
  - f. Children-can shorten or extend, but never beyond the end of the month of the fifth (5th) birthday.
- 3. Certification periods cannot be adjusted to give extra time to participants who miss scheduled certification appointments.
- 4. When certification periods are shortened or extended, subsequent certification

dates will be based on the date when certification is entered into MOWINS.

5. A subsequent certification should be completed during the last 30 days of the current certification period for participants on intervals of 12 months to assure proper notification. Refer to [ER# 3.03300](#).