

Administration Volume  
Clinic Administrative Procedures Section  
Food Instrument Issuance Cycles (3.08100)

ER# 3.08100

Authority 2008 7CFR 246.12 (r)  
Issued 10/09  
Revised 04/15

**POLICY:** The Competent Professional Authority (CPA) or Nutritionist shall assign the food instrument (FI) issuance cycle for each participant at the certification, recertification or during their benefit period. The cycle will be continued for the certification period as outlined in the policy.

Only the CPA can change the FI issuance cycle with proper documentation. All staff can cycle adjust the FI issuance cycle to accommodate appointment scheduling.

The maximum FI issuance cycle is three months. Participants with multi-month FI issuance cycle shall be placed on monthly cycle until the minimum requirements of two (2) nutrition education contacts are met.

**PROCEDURES**

**A. Determine Issuance Cycles:**

1. Participants certified in the following categories or with the following conditions shall be placed on either a monthly, bi-monthly or tri-monthly FI issuance cycle for their certification period.
  - a. Monthly cycle:
    - i. All newborns (birth-1 month)
    - ii. All postpartum women certified after delivery (need blood work collected at 4-6 weeks)
    - iii. Participants who refuse nutrition education
    - iv. Breastfeeding women with complications (risk factor 602)
    - v. Homeless or migrant participants
    - vi. Participants who have difficulty managing FIs, examples: frequently report lost/stolen FIs or frequently redeemed FIs early
    - vii. Participants certified in the Labor Delivery Recovery Postpartum (LDRP) (hospital) setting.
    - viii. High-risk women, infants and children without a care plan.
  - b. Bi-monthly cycle:
    - i. Infant 1 to 6 months of age
    - ii. Pregnant women certified with risk factor 503 (presumptive

eligibility). Refer to [ER# 2.04950](#).

- iii. Breastfeeding and non-breastfeeding post partum women certified at or after 1-month postpartum
- iv. Non-breastfeeding women, 1-month post partum (cycle matches the infant)
- v. Foster children in short term care
- vi. Families that are new to the Missouri WIC Program except out-of-state transfers. Refer to [ER# 3.02900](#).
- vii. High-risk women, infants and children with a care plan.

c. Tri-monthly cycle:

- i. Breastfeeding women (certified at or after 6-months postpartum (except those with risk factor 602)
- ii. Infants 6-12 months of age
- iii. Non-high risk women, infants and children (no active care plans)

d. Exceptions must be documented in the participant's chart.

B. CPA, Nutritionist or WIC Certifier must assign the FI issuance cycle for each participant at the initial certification, recertification or during their benefit period. Only CPA and Nutritionist can change the FI issuance cycle. All staff can cycle adjust the FI issuance cycle to accommodate appointment scheduling. Reason(s) for cycle change other than those listed in this policy must be documented in the general notes in MOWINS.

C. Multi-month issuance:

- 1. Certifications shall be planned in advance since recertification must occur before the last date to use of the current FI of the certification expiration date.
  - a. Family members should be scheduled into the same FI issuance cycle.
  - b. New participants should be placed in the interval that best coincides with their recertification dates. If other members of the family are currently on the program, consider their issuance cycle.
  - c. Reschedule missed recertification appointments as quickly as possible, to prevent proration of the food package.
  - d. Reschedule missed infant follow-up appointments and issue one month's FIs.
  - e. Participants on multi-month issuance cycle who miss two month's FIs will be automatically terminated by MOWINS.
  - f. Local staff should separate each month's FIs and place in separate slot in the Participant's ID folder. Provide additional suggestions to participants and guardians on ways to keep FIs separate and not redeemed early.
  - g. Inform participants who are on multi-month FI issuance cycle that early redemption of FIs is a violation of state policy. Frequent early redemption

of FIs will lead to a change of their FI pick-up schedule from multi-month to monthly.

D. Out-of-state transfer for cycle assignment. Refer to [ER# 3.02900](#).

Monthly	Bi-monthly	Tri-monthly
<ul style="list-style-type: none"> <li>• All newborns</li> <li>• All postpartum women certified after delivery (need their blood work collected at 4-6 weeks)</li> <li>• Participants who refuse nutrition education</li> <li>• High-risk women, infants and children without a care plan</li> <li>• Breastfeeding women with complications (RF 602)</li> <li>• Homeless or migrancy participants</li> <li>• Participants who have difficulty managing FIs</li> <li>• <del>Participants who fail to bring in proof of income, residence and/or identity (this language was removed effective 12/14)</del></li> <li>• Participants certified on the LDRP (hospital)</li> </ul>	<ul style="list-style-type: none"> <li>• Pregnant women certified with risk factor 503</li> <li>• All infants 1 – 6 months of age</li> <li>• Non-breastfeeding women 1-month postpartum (cycle matches the infant)</li> <li>• Breastfeeding and non-breastfeeding postpartum women (certified at or after 1-month postpartum).</li> <li>• Foster children in short term care</li> <li>• Families that are new to the Missouri WIC Program (except out-of-state-transfers)</li> <li>• High-risk women, infants and children with a care plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Breastfeeding woman who has an infant 6-12 months of age (except those with risk factor 602)</li> <li>• Infants 6-12 months of age</li> <li>• Non-high risk participants (no active care plan)</li> </ul>