

# North Carolina WIC Program Manual

## List of Attachments

### **Chapter 1: INTRODUCTION**

- Attachment 1. Log of WIC Program Numbered Memos (*sample*)
- Attachment 2. Separation of Duties Log
- Attachment 3. Affidavit Attesting to WIC Food Benefit Loss
- Attachment 4. Continuity of Services Form
- Attachment 5. NC WIC Program: Business Continuity Plan

### **Chapter 2: STATE AGENCY ORGANIZATION**

No Attachments

### **Chapter 3: LOCAL AGENCY AGREEMENTS/CONTRACTS**

- Attachment 1. WIC Model Sub-Contract

### **Chapter 4: CIVIL RIGHTS**

- Attachment 1. USDA Program Discrimination Complaint Form

### **Chapter 5: NUTRITION EDUCATION**

- Attachment 1. Breastfeeding Anticipatory Guidance Topic Checklist

### **Chapter 6: CERTIFICATION/PARTICIPATION (comprised of six sub-chapters)**

#### **Chapter 6A: APPLICATION PROCESS**

- Attachment 1. Allowable Proofs for Identity and Residence

#### **Chapter 6B: INCOME ELIGIBILITY**

- Attachment 1. Documenting Income Eligibility in Crossroads
- Attachment 2. Federal Poverty Income Guidelines
- Attachment 3. What Counts Toward Gross Income for WIC Program Eligibility

#### **Chapter 6C: NUTRITION ASSESSMENT**

- Attachment 1. WIC Program Exchange of Information Form (DHHS 3492)
- Attachment 2. WIC Nutrition Risk Criteria
- Attachment 3. Procedures for Weighing and Measuring

#### **Chapter 6D: PARTICIPANT NOTIFICATIONS**

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- Attachment 2. NC WIC Program Notice Reference Table
- Attachment 3. Sample North Carolina WIC Program Notice

#### **Chapter 6E: CERTIFICATION IN SPECIAL SITUATIONS**

- Attachment 1. Institutions and Homeless Facilities Letter of Compliance for the WIC Program (*example letter*)

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No Attachments

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- Attachment 1. Infant Formulas, Exempt Infant Formulas and WIC-Eligible Nutritionals Allowed through WIC
- Attachment 2. WIC Program Medical Documentation
- Attachment 3. Ordering WIC Infant Formulas and WIC-Eligible Nutritionals
- Attachment 4. Examples of Metabolic Product Inventory and Issuance Logs
- Attachment 5. Maximum Monthly Allowances of Supplemental Foods for the Food Packages I – VII
- Attachment 6. Formula Disposal Log

### **Chapter 8: FOOD BENEFIT ISSUANCE**

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### **Chapter 9: BREASTFEEDING PROGRAM MANAGEMENT**

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- Attachment 2. Breastfeeding Supplies Indications for Use
- Attachment 3. Issuance, Inventory, and Maintenance of Breastfeeding Supplies
- Attachment 4. Breastfeeding Peer Counseling Program Forms

### **Chapter 10: CASELOAD MANAGEMENT**

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- Attachment 2. Outreach Activity Guide for Local Agencies
- Attachment 3. Social Media
- Attachment 4. WIC Outreach: Guidelines for Building Media Relations
- Attachment 5. WIC Program, Retention and Outreach Plan Template
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- Attachment 4. Vendor Discounts
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No Attachments

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No Attachments

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WIC Program Monitoring Tool

- Part I: Administrative Services Review
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- Appendix 1: WIC Client Observation
- Appendix 2: WIC Record Review (Pregnant and Postpartum Women)
- Appendix 3: WIC Record Review (Infants and Children)
- Appendix 4: Breastfeeding Supplies
- Appendix 5: WIC Record Review (Peer Counselor Contacts)
- Appendix 6: WIC Policy Checklist

### **Chapter 16: CONFIDENTIALITY**

No Attachments

### **Chapter 17: INFORMATION SERVICES**

No Attachments

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