

Maine Center for Disease Control and Prevention

WIC Nutrition Program

Effective: October 1, 2011

Policy No. CE-6

Revised: August 1, 2016

Processing Standards

Authority

7 CFR §246.4(a)(11)(i)

Policy

1. Pregnant women and infants with special health care needs and migrant applicants must be notified of their eligibility/ineligibility within ten (10) calendar days of the date of the first request (at the local agency) for program benefits.
2. The State agency may authorize an extension of the notification period from ten (10) calendar days to fifteen (15) calendar days for special nutrition risk applicants when local agencies provide a written request with justification.
3. All other applicants must be notified within twenty (20) calendar days of their first request for program benefits.

Procedure

1. Processing standards shall begin when the applicant calls or visits the local agency in person.
2. Pregnant women who miss their initial certification appointment shall have a follow-up phone call, text message or written notice mailed to try to reschedule the appointment.
3. Local agency staff shall enter **Initial Contact** date and **First Appointment Offered** date into all new and reapply participant records.
 - 3.1. This information is required to ensure processing standards are being met for all categories of applicants.
4. The State Agency will monitor adherence to federally required processing standards at the local agency Management Evaluation Review (MER).