SECTION: Certification

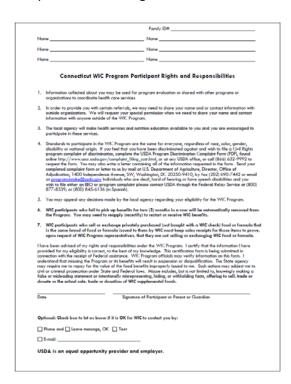
SUBJECT: Participant Rights and Responsibilities

Federal Regulations: §246.7 (i) (10) and (j) (1-3)

POLICY

At a minimum, at each certification appointment an applicant or participant must read or have read to her the statements on the *WIC Participants Rights and Responsibilities Form*. It is expected that a WIC staff person will provide a summary of important points at the initial and all subsequent certifications, mid-certifications to ensure the applicant/participant is apprised of her/his rights and responsibilities under the Program. After reading the statements and/or an explanation from WIC staff the applicant/participant must sign and date the form. The signed original form must be placed in the participant's or family's file. A copy of the signed form must be provided to the applicant or participant.

In order to reduce the burden of paperwork for participants and local agency staff, in cases where multiple family members apply and/or are being recertified on the same day, one *WIC Rights and Responsibilities Form* can be completed. Each individual's name must be recorded on the form. The Family ID number must also be recorded on the form. If a member of an existing WIC family applies and/or is recertified on a subsequent visit, another WIC Rights and Responsibilities Form must be completed, reflecting the certification date of that individual.



The WIC Rights and Responsibilities Form is available on NCR paper in English and Spanish. Other languages are available as needed electronically and can be printed. Local agency staff will need to make a photocopy of the signed form for the participant for languages other than English or Spanish.