

**SECTION: Certification****SUBJECT: Homeless Individual WIC Participants**

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**Federal Regulations:** §246.4 (a)(20) and §246.7(m)

**POLICY**

Applicants residing in homeless facilities that serve meals which have not yet been approved or disapproved shall be certified for 60 days during which the facility shall be reviewed for approval.

If the facility is approved, the certification period shall be extended for the normal duration.

If the facility is not approved or falls out of compliance, all WIC participants shall receive 30 days notice of the need to sever connection with the homeless facility or be disqualified from the WIC program. However, if a participant takes up residence in a homeless facility after having been certified, the participant must be allowed to complete the certification period regardless of the status of the facility.

**Guidance**

This policy was developed to ensure that WIC participants reside in homeless facilities that comply with the provisions set forth in Policy 100-12 Facilities for Homeless Individuals.

Approved facilities:

- Should not accrue financial or in-kind benefit from a person's participation in the Program, e.g., by reducing its expenditures for food service because its residents are receiving WIC foods;
- Should not require that supplemental foods provided by the WIC Program are designated for communal food service. WIC supplemental foods must be available exclusively to the WIC participant for whom they were issued;
- Must place no constraints on the ability of the participant to partake of the supplemental foods and nutrition education available under the Program.

When an applicant who resides in a homeless facility that serves meals, applies for WIC Program benefits, determine the status of the facility.

If the applicant resides in an approved facility, certify the individual for the period allowed for based on their participant category.

If the applicant resides in a facility which has not yet been approved or disapproved, certify the individual for 60 days and initiate a review of the facility for approval.

If the facility is not approved or falls out of compliance, provide 30 days notice to participants that they must sever connection with the facility or be disqualified from the Program. Refer the individual(s) to an approved facility.

If a participant moves into a facility that has not yet been approved, initiate the approval process. If the participant has moved into a disapproved facility, inform the participant that they may complete the current certification period but future certifications may be negatively affected.