

**SECTION: Certification****SUBJECT: Short Certification**

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**Federal Regulations:** §246.7 (c)**POLICY**

A short certification is a 30 day temporary certification for an applicant/participant who has not provided all necessary documentation at the (re)certification appointment. A 30 day certification will occur when the Self Declaration form is used for the following; Proof of Residency, Proof of Identity, Physical Presence (Other) or Income. The CT-WIC system will auto-generate a short certification.

**Required Procedures**

The local agency shall certify an applicant or participant for program benefits based on category, residency, identification (ID), income and nutritional risks. If an applicant/participant meets all other eligibility criteria at certification but fails to bring acceptable documentation to the appointment a local agency shall permit an applicant/participant to self-declare identity\* (See 200-03 Identity Requirement for specific criteria), residency or income for a maximum of 30 days. One month of benefits can be issued. Inform the applicant/participant that if after 30 days, the necessary proof is not provided the applicant/participant will be ineligible for program benefits.

Use the Self Declaration form to document the reason proof is not available. Instruct the applicant to complete the necessary areas, and to sign and date the form. Inform the participant that by signing the document they understand that they are required to provide adequate documentation of eligibility to continue to receive benefits. If documentation is not received by the local agency **within 30 days** the applicant/participant will be required to complete a new certification. Give the form to the Program Coordinator or designee for review. **Scan the completed Self Declaration form into CT-WIC Images under Self Declaration form and provide a signed copy to the applicant/participant.** Review with the participant what is considered acceptable documentation in order to assist them. If appropriate provide a copy of the income guidelines.

Inform the applicant/participant that if they fail to submit the required documentation within the 30 day period, they will be automatically terminated from the program and will not be eligible to receive additional benefits. **Under no circumstance can an additional 30 days of benefits be given, and the participant will be ineligible for benefits.** If the participant returns within the 30 day period but fails to bring along appropriate documentation staff must make every effort to assist the participant in obtaining the necessary documentation. For example if the participant fails to bring in proof of residency, review the Identity & Residency Documentation form to determine if the participant has access to any of the acceptable forms of residency. If the participant does not have access at the time, reschedule as soon as possible and remind the participant what is required to bring as well as what happens if they do not provide documentation within the 30 day period.

Local agency staff must provide clear instructions to the participant on what they are required to bring to the next appointment. Although the participant can be issued 30 days of benefits, the local agency staff should consider ways to ensure participants return with the appropriate documentation **within** the 30 day period. As a best practice local agencies may consider scheduling the participant to return within 2 weeks with appropriate documentation to complete the certification process. Additionally, local agencies may want to provide reminder calls for participants with a short

certification so they are reminded of what they are required to bring to their next WIC appointment. Local agency staff can utilize the Short Certification Report to perform these reminder calls.

**If the participant returns after the 30 days a new certification will need to be completed.**