
Subject: Mid-Certification Appointments

Effective Date: October 1, 2014

Revised from: June 27, 2014

Policy: Quality of care must not diminish for clients certified for longer than six months:

- Infants certified before 6 months of age,
- Breastfeeding women certified before 6 months postpartum, and
- Children certified before 4 years, 6 months.

(See [CRT 01.02.00 Certification Periods.](#))

A mid-certification appointment must be scheduled for:

- both a breastfeeding mother and her infant sometime when the infant is between 5 ½ months and 10 months of age,
- non-breastfed infants when the infant is between 5 ½ months and 10 months of age, and
- children between 4 and 10 months of age after the Eligibility Begin Date. Children certified on or after the date they are 4 years, 6 months old do not need a mid-certification appointment because eligibility ends at age 5 years.

WIC benefits shall not be denied if the mid-certification appointment is missed. If a mid-certification appointment is missed, it must be rescheduled at least once.

Reference: CFR §246.7(g)

Procedure:

1. Categories and scheduling
 - a. For all infants initially certified before 6 months of age, schedule a mid-certification appointment approximately midpoint between the initial certification and the infant's first birthday. KWIC only allows an infant mid-certification appointment to be scheduled when the infant is between 5 ½ and 10 months of age.
 - b. If an infant is breastfed and the mother is also a WIC client, schedule a mid-certification appointment for the breastfeeding mother. KWIC only allows a breastfeeding woman appointment to be scheduled between 5 ½ and 10 months post-partum.
 - c. For all children certified before 4 years, 6 months of age, schedule a mid-certification appointment approximately midway during the certification. KWIC only allows a child mid-certification appointment to be scheduled when the child is between 4 and 10 months after the Eligibility Begin Date.
2. It is important that LA staff stress the positive long-term benefits of the nutrition services provided by WIC and encourage the client to attend all scheduled appointments for mid-certification and secondary nutrition education. Staff members should emphasize these nutrition services benefits at the time of certification and when making subsequent appointments.
3. It is not necessary to obtain identity, residency, and financial information at mid-certification (unless there is a change in address or income).

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4. Staff members are to document the referral status of four programs: Kansas Food Assistance Program, Medicaid, Child Support Enforcement, and Temporary Assistance to Families. Staff members are to refer clients to these and any other services for which the client might be eligible.
5. Complete a nutrition assessment including the following:
 - a. Anthropometric measurements (See [CRT 07.01.00 Anthropometric Risk.](#))
 - b. Bloodwork (as necessary) (See [CRT 07.02.01 Determine Nutritional Risk-Hematological Test for Anemia.](#))
 - c. Update of health and dietary assessment. (See [CRT 07.03.00 Determine Nutritional Risk-Dietary.](#))
 - d. Assign new risk factors as appropriate. To demonstrate that risk factors were reviewed, the KWIC Mid-certification Guide requires staff to open the risk factor window. However staff do NOT have to make a change or save the risk factor window for the task to be marked as complete on the Mid-certification Guide.
 - e. Immunization screening for infants and children. (See [CRT 08.01.00 Immunization Screening and Referral.](#))
6. Provide appropriate nutrition education, breastfeeding promotion and support, and referrals. This education process should include updating or replacing the goal and ways to meet them set at the certification.
7. If the mid-certification appointment is missed:
 - a. WIC benefits shall not be denied.
 - b. The mid-certification appointment must be rescheduled at least once.
 - c. Although benefits are not to be denied, LA staff members are to assess the use dates of the current checks when rescheduling the appointment. Clients may be encouraged to attend the rescheduled appointment if staff only issue checks to the next mid-certification appointment. E.g. If the current checks expire in a week and the rescheduled appointment is in two weeks, issue only one month of checks.