



2 INCOME/CATEGORICAL ELIGIBILITY

Effective: 12/1/95

2.7 Enrollment of Infants of WIC Mothers using Quick Certs

Revised: 6/1/09

Changes highlighted

POLICY: Quick Certs may be offered to infants of mothers on WIC prenatally when processing standards (see policy 2.2) cannot be met, if the standards can be met but the situation for receiving formula is urgent, or other emergency or unusual situation as approved by the Project Director or Nutritionist, per Project policy. Caregivers of infants enrolled using Quick Certs must be provided a breastfeeding assessment and/or education on formula preparation and storage and formula feeding techniques, as appropriate, at that time. Quick Certs cannot be done over the telephone or through the mail. The certification must be completed by 8 weeks of age or FIs must be withheld. Follow the *Quick Cert* guidance document in ROSIE Help (ROSIE and Central Office Resources, ROSIE Support Documents).

BACKGROUND: The “Quick Cert” process, i.e., enrolling newborns shortly after birth without being seen and fully assessed, with the certification being completed within 8 weeks (or FIs must be withheld until the assessment is completed) was created many years ago for the purpose of providing formula without requiring the physical presence of a newborn so soon after birth. This process, however, is more supportive of formula feeding than breastfeeding support and may be counterproductive to increasing breastfeeding initiation and duration rates. In addition, per the new Food Rule, only a CPA may issue formula to a breastfed infant. Therefore, the use of Quick Certs should be limited and breastfeeding support should be assured.

PROCEDURE:

A. CERTIFICATION OF NEWBORNS

1. Infants should be certified (i.e., full certification in one appointment) as soon as possible after birth. Options for the timely certification of newborns include, but are not limited to:
 - a) Schedule mothers’ postpartum certification appointments prenatally. Instruct pregnant women to contact the WIC Project when they have delivered to confirm or change the appointment. Then, certify both the mother and infant.
 - b) Hold appointment slots open for newborns.
 - c) Schedule walk-in clinics for newborns.
2. Quick Certs may be provided when the following three criteria are met:



- a) The mother was on WIC prenatally; and
- b) The Project saves enough appointment slots so that the infants are able to have their certification completed before 8 weeks of age; and
- c) At least one of the following:
 - (1) Processing standards for complete certifications cannot be met (see policy 2.2); or
 - (2) Processing standards can be met, but the situation is urgent and waiting for the appointment may compromise the infant's health (e.g., the infant is formula-fed and the caregiver does not have money or FoodShare benefits for formula, the distance to drive to another clinic site is too great for the caregiver to travel, or the certification clinic was cancelled due to inclement weather); or
 - (3) Other emergency or unusual situations prevent timely certifications, as reviewed and approved by the Project Director or Nutritionist, per Project policy.

B. SERVICES DURING QUICK CERTS APPOINTMENTS

Before FIs may be issued, the following procedures must be completed. For detailed steps, see the *Quick Cert* guidance document in ROSIE Help.

1. Document identification, residency, and income as required in policies 2.1 and 2.3. See proof of identification of parent/guardian or proxy.
2. Obtain birth weight and birth length in writing from the health care provider [e.g., the WIC Prescription/Clinical Data form for Infants (DPH 4024D), crib card, hospital web site or other birth record] or via SPHERE (if have access). Document the measurements and weeks gestation.
3. Document risk factor 2701 (Infant up to 6 Months Old of WIC Mother).
4. Document current breastfeeding information.
5. Provide assessment and/or education/counseling and document:
 - a) Formula-fed infants: At a minimum, caregivers of formula-fed infants must be assessed for knowledge of proper formula preparation and storage with education provided, as needed. Trained Program support staff may provide this education. If the infant has been prescribed an exempt formula, RD approval is required per policy 4.15.



- b) Breastfed infants: Caregivers of breastfed infants who are now requesting formula must receive a breastfeeding assessment by a CPA before formula is provided.
 - c) Document the counseling/education received in the Education dropdown and, as appropriate (e.g., breastfeeding assessment results), in the Care Plan.
6. The Rights and Responsibilities must be read by (or read to) the parent/caregiver/guardian, who then must sign on the back of the form (DPH 4161, 4161S and 4161H) that they have been informed of their rights and responsibilities (see policy 3.21). WIC staff must sign and date.

C. COMPLETING CERTIFICATIONS AFTER QUICK CERTS

For detailed steps, see the *Quick Cert* guidance document in ROSIE Help.

1. Schedule the appointment to complete the infant certification (Use “Cert” in ROSIE Scheduler). The certification must be completed by 8 weeks of age or FIs must be withheld. It is recommended to schedule the appointment to complete the infant certification and the mother's recertification at the same time. See physical presence requirements in Policy 2.9 Presence of Applicants.
2. The nutrition assessment must be completed at this appointment (i.e., complete health and diet questionnaires, Risk tab, and Care Plan). Length and weight measurements may be taken. Appropriate nutrition counseling must be provided and documented. Secondary nutrition education must be scheduled per identified nutrition needs.

D. TRANSFERS

1. Files of in-state transferring infants must be reviewed prior to FI issuance to see if the certification was completed.
2. If the infant is <8 weeks of age and the certification was not completed, FIs may be issued. Schedule the appointment to complete the certification.
3. If the infant is 8 or more weeks of age and the certification was not completed, FIs must be withheld until the certification is completed.