

I-WIC: Appointments

A certification appointment is the first appointment for someone enrolling in the WIC program. This appointment is often referred to as a “Cert” and is the appointment during which eligibility for the program is determined. There are four basic appointment types that a participant will need to complete during a certification. The Certification, Mid-Certification and two Nutrition Education appointments.

When a person is determined eligible for the program, they are certified for a specific period of time, this is referred to as their certification period. At the end of a certification period, a participant’s eligibility must be re-evaluated, this appointment is called a recertification or “recert”.

CATEGORY	CERT PERIOD
Pregnant (PG)	Expected Delivery Date (EDD) + 6 weeks
Breastfeeding Exclusive or Partially (BE/BP)	Actual Delivery Date (ADD) + 12 months minus 1 day
Non-Lactating Postpartum (NP)	6 months from ADD
Infant Under 6 months	Day before first birthday
Infant 6 months or older	6 months minus 1 day
Child age 1-3	1 year minus 1 day from cert start
Child age 4	1 year minus 1 day from cert start or to the last day of the month in which the child turns 5 years old, whichever occurs first

Certification Appointments

Processing standards are defined in federal regulations and specify how quickly a WIC applicant must be seen.

- Pregnant women, infants less than six month of age and migrant families must be offered an appointment within 10 calendar days.
- Other applicants must be offered an appointment within 20 calendar days.

Appointment Types and Required Screens

APPT TYPE	DEFINITION OF APPT TYPE	REQUIRED SCREENS
PCERT Priority Certification	Certification and Recertification appointments for pregnant women and infants.	<ul style="list-style-type: none"> • Mark Onsite or Attended • Household Info • Participant Info • Cert Action • Lab • Breastfeeding (if applicable)
CERT Certification	Initial certification appointments only (applicants who have never been a participant of the IL WIC program before)	<ul style="list-style-type: none"> • Health • Nutrition • Nutrition Risk • Nutrition Education • Food Prescription • Issue Benefits • Notes

Recertification Appointments

The goal is for the recertification appointment to occur as the current certification expires. Recertification appointments are ideally completed within the two weeks the previous certification expires and should not be completed before that range. The exception to this rule is infants who are turning 1 year of age at which time their category in WIC changes from an infant to a child and their food package changes.

CATEGORY	WHEN TO SCHEDULE	
Pregnant	<ul style="list-style-type: none"> Any point after the birth of the baby. If mom has used any current month's benefits, only void and reissue future months. If mom has not used any current month's benefits, void and reissue both current and future months benefits. <p>Refer to the document: <i>IWIC: Voiding and Reissuing Benefits</i>.</p>	
Infants turning 1	Recertification of an infant as a C1 prior to their first birthday is not an option in IWIC.	
	BEFORE 1ST BIRTHDAY	ON OR AFTER 1ST BIRTHDAY (PREFERRED)
	<ul style="list-style-type: none"> Recertified as an Infant. Food packages assigned and issued will be the infant packages until the next month's benefit issuance after the birthday. 	<ul style="list-style-type: none"> Recertified as a Child. Food packages assigned and issued will be for the child package.
Children age 2-4	<ul style="list-style-type: none"> Within 2 weeks of the Cert End date. Effective date of the food packages will be the day after the End Date of the previous packages. If a 1 year old is recertified as a C2 prior to their 2nd birthday, food packages issued will be for the C1 package until the next month's benefit issuance. Certification will end on the last day of the month in which a child turns 5. Benefit issuance is based on the family's Base Day, if the participant has a valid certification at least 1 day during that period, they will receive full benefits for that month. 	

If an infant or child is on a medically prescribed formula that requires a prescription, change the number of months of benefits being issued to coordinate with the end date on the prescription form, do not change the End Date of the assigned Food Package.

Appointment Types & Required Screens

APPT TYPE	DEFINITION OF APPT TYPE	REQUIRED SCREENS
RECERT Recertification	All participants who have an existing record within the system and have been certified previously (regardless of whether their cert period has ended).	<ul style="list-style-type: none"> Mark Onsite or Attended Household Info Participant Info Cert Action Lab Breastfeeding (if applicable) Health Nutrition Nutrition Risk Nutrition Education Food Prescription Issue Benefits Notes

Mid-Certification Appointments

Participants certified for one-year intervals (infants, breastfeeding women, and children) require a mid-certification nutrition assessment, referred to as a “mid-cert”. This appointment focuses on nutrition assessment and education.

CATEGORY	WHEN TO SCHEDULE
Breastfeeding	Flexible, should coincide with the infant’s mid-certification appointment
Infants	6-9 months of age
Children	Flexible, consider timing of bloodwork needs, typically 6-7 months from date of certification

Appointment Types and Required Screens

APPT TYPE	DEFINITION OF APPT TYPE	REQUIRED SCREENS
MIDCERT Mid-Certification	Mid-certification appointment for participants during their certification period.	<ul style="list-style-type: none"> • Mark Onsite or Attended • Lab • MidCert • Nutrition Education • Food Prescription • Issue Benefits • Notes

Nutrition Education Appointments

Nutrition education must be made available at the time of certification and quarterly thereafter, referred to as “secondary education”. To meet this requirement, participants receive education at the following appointments:

- Certification
- Mid-Certification
- Recertification
- Two additional nutrition education appointments within a one-year certification period

Secondary nutrition education appointments allow time for participants to discuss their personal nutrition progress and health concerns. For most participants, secondary nutrition education appointments are usually scheduled 3 months after their Cert/Mid-Cert/Recert appointment.

BREASTFEEDING, INFANTS, CHILDREN CATEGORIES				
Certification	Secondary Nutrition Education	Mid-Certification	Secondary Nutrition Education	Recertification
PREGNANT CATEGORIES				
Certification	Secondary Nutrition Education	Secondary Nutrition Education	Secondary Nutrition Education	Recertification

Appointment Types & Required Screens

APPT TYPE	DEFINITION OF APPT TYPE	REQUIRED SCREENS
N/ED Nutrition Education	Nutrition education appointment for low-risk participants.	<ul style="list-style-type: none"> • Mark Onsite or Attended • Breastfeeding (if applicable) • Nutrition Education • Issue Benefits

Other Appointment Types:

APPT TYPE	DEFINITION OF APPT TYPE	REQUIRED SCREENS
BFC Breastfeeding Status Change	Used to schedule any changes to breastfeeding status outside of another appointment type.	<ul style="list-style-type: none"> • Mark Onsite or Attended • Cert Action • Breastfeeding • Food Prescription • Issue Benefits
BI Benefit Issuance	Issuance of benefits only.	<ul style="list-style-type: none"> • Mark Onsite or Attended • Food Prescription • Issue Benefits
F/U Follow Up	Any follow up appointment that does not fit in other categories.	<ul style="list-style-type: none"> • Lab • Food Prescription • Issue Benefits
FM Farmer's Market	Used for scheduling participants to collect Farmer's Market coupons.	<ul style="list-style-type: none"> • Mark Onsite or Attended
FPC Food Package Change	Participants needing a change in food packages.	<ul style="list-style-type: none"> • Mark Onsite or Attended • Breastfeeding (if applicable) • Nutrition Education • Food Prescription • Issue Benefits
HGB Hemoglobin	Used when completing a hemoglobin test not in conjunction with a cert or mid-cert appointment.	<ul style="list-style-type: none"> • Mark Onsite or Attended • Breastfeeding (if applicable) • Lab • Nutrition Education • Issue Benefits
HR F/U High Risk Follow Up	Used for scheduling nutrition education appointments for high risk participants.	<ul style="list-style-type: none"> • Mark Onsite or Attended
OST Out of State Transfer	Scheduling participants who are transferring to Illinois from another state.	<ul style="list-style-type: none"> • Mark Onsite or Attended • Out-of-State Transfer • Household Info • Participant Info • Cert Action • Breastfeeding (if applicable) • Food Prescription • Issue Benefits
OTHR Other	Miscellaneous appointments that do not fit in any of the other categories.	<ul style="list-style-type: none"> • Mark Onsite or Attended