

On-Site Observation: Appointments

(If BFPC or FMNP services are observed, document on those monitoring forms)

WIC Participant ID Number/HH Number			
WIC Category	P N B C I	P N B C I	P N B C I
Appointment Type			
Staff Observed			
Eligibility Determination Timeline <ul style="list-style-type: none"> • Documenting initial contact date and first appointment offered for all new participants (initial certs) and returning with >2-month gap in certification 			
Certification Procedures <ul style="list-style-type: none"> • Income, ID, Residence checked & scanned • Missed appointments (pregnant/migrant) follow-up 			
Voter Registration Procedures <ul style="list-style-type: none"> • Forms available • Registration offered at all certification appointments and when address has changed • Disclaimer signed and scanned 			
Anthropometrics/Bloodwork <ul style="list-style-type: none"> • Proper technique used • On schedule • Discussed with participant/caretaker 			
Food Package/Redemption <ul style="list-style-type: none"> • Food list reviewed • Food package reviewed (including sub options/tailoring) • Redemption process reviewed • Informed of resources for balance/food list inquiries 			
Required Topics (cert. and as needed only) <ul style="list-style-type: none"> • Purpose and benefits of program • Substance Abuse screening/form provided • Breastfeeding (pregnant/breastfeeding women) • Rights & Responsibilities (read, signed) • Exit Counseling (handout given) 			
Nutrition Education/VENA <ul style="list-style-type: none"> • Education provided during appointment • Participant-centered • Appropriate topic/Up-to-date information • Using OARS/MI style 			