

Illinois WIC Disaster Plan of Action

The action plan provides for a statement of disaster; which agencies are affected, covered time frame, persons affected, and a checklist of actions being put in place (IL WIC PPM AD 14).

Effective mm/dd/yy, the State WIC office is setting this plan of action in place for disaster caused by:
_____ for:

all WIC agencies, or

the following WIC agencies: _____.

This plan is in effect: beginning mm/dd/yy through mm/dd/yy,
 indefinitely until further notice from the State WIC office

The plan applies to: Illinois WIC participants, evacuees; refugees; all

Policies and procedures, **marked** below, are in effect to carry out this disaster plan (IL WIC PPM AD 14):

Expedited Processing of Disaster-Related Evacuees

Disaster-related evacuees are special nutritional risk applicants and receive an expedited certification processing. They must be notified of their eligibility or ineligibility within 10 days of the date of the first request for benefits.

Every effort must be made to certify these individuals immediately, and at a maximum, within 10 days of their request (whether by phone or visit to the WIC agency).

Verification of Certification Information (VOC)

A person with VOC information must not be denied participation in Illinois because the individual does not meet Illinois' specific eligibility criteria.

When possible, VOC information should be provided by the local agency to WIC participants when a disaster-related evacuation is anticipated.

Each evacuee must receive VOC information from the local agency upon certification. This helps ensure continuation of benefits when returning to their home state.

Physical Presence

Physical presence is exempt; the disaster presents a serious health concern or barrier to physically accessing the clinic.

Certification can be completed via mailing of paperwork, telephone interview or electronic mail (email) by completing the appropriate screens in the WIC MIS.

Documentation of income, residency and identification

___ Recertifications: Documentation is suspended; carry forward the previous certification information for the recertification in the WIC MIS.

___ Certifications: review the Illinois WIC Rights and Responsibilities Form in the WIC MIS and indicate reason no signature obtained, if applicable; verify proofs of eligibility by encrypted email of digital/photo proof, secure video call or via verbal documentation and verify at curbside.

1. If able to verify only two of the three required proofs, staff may complete a shortened 30-Day Certification following policy IL WIC PPM CS 3.7.
2. If unable to provide any verification of income, residency and/or identity the participant may still be eligible. WIC regulations state agencies may authorize the certification of applicants when no proof exists (7 CFR 246.7(c)(2)(i)). In this rare instance staff should document the situation in the WIC MIS General Notes section. One month of benefits should be issued, and participant scheduled to return within 30 days.

___ In cases where disaster-related evacuees or refugees move in with another household, the displaced individuals are considered homeless and treated as a separate economic unit.

Nutrition Risk Assessment

___ Recertifications: Reassess certification to the extent possible; blood test, height or length, and weight measurements can be deferred for 90 days.

___ Applicants who are disaster-related evacuees or refugees: nutritional risk is met using the homeless code.

___ Applicants-all other: Assess certification to the extent possible; blood test, height or length, and weight measurements can be deferred for 90 days.

Certification Periods

___ Certification Periods for Breastfeeding Women, Infants, and Children: within the parameters of section 7 CFR 246.7(g)(3) of the WIC regulations, the certification period is extended by a period not to exceed 30 days.

Food Package Assignment

___ Ready-to-Use formula may be issued in circumstances where the water supply may be contaminated or is unavailable for mixing.

Medical Documentation for Medically Prescribed Formulas

___ Participants presenting another State's benefits that specify a medically prescribed formula, may be issued benefits for the specified item, up to the end of their certification period.

___ Participants without benefits, who can provide the name of the medically prescribed formula that the individual was receiving before relocating, may be issued one (1) month of food benefits for that specific item.

___ Applicants who were not participants prior to the disaster, must obtain medical documentation prior to issuing medically prescribed formula. The medical documentation may be provided as an original written, electronic, or facsimile document. Medical documentation may be accepted by telephone by a health professional, who documents the information in the WIC MIS. Telephone documentation may be used until written confirmation is received and only when necessary. The local clinic must obtain the written documentation within two weeks' time, after accepting the medical documentation by telephone. The written documentation is to be scanned into the participant's records in the WIC MIS.

___ Refer individuals with serious medical conditions that require use of a medically prescribed formula to local medical providers to ensure that the participant is linked to the health care system.

Nutrition Education

___ Nutrition Education can be provided by internet and telephone education per IL WIC PPM NE 5.2 and benefits issued remotely.

___ Alternative Nutrition Education can be provided per Central Office guidance memo_____.

Benefits Issuance

___ Initial EBT cards may be mailed to participants. During a pandemic, illness is presumed and prevention of further spread of illness by remaining home is critical.

___ Initial EBT cards may distributed via curbside pick-up.

___ Remote issuance of benefits may be completed after initial card setup.

___ Local agencies need to pay close attention to community business circumstances caused by the disaster where the mail, stores, and pharmacies may be slowed or shut down. Local agencies are to inform Central Office of these circumstances.

Replacement of EBT Cards

___ EBT Cards lost or destroyed in a disaster may be reissued per IL WIC PPM SFD 5.

Other Instructions:

Based on best available information, I have determined that the above actions are necessary to continue benefits to WIC participants and provide applicants with access to WIC benefits during this disaster. This plan remains in effect until further notice.

Director, Illinois WIC Program

Date