

**UMATILLA-MORROW YHEAD START INC.
WIC PROGRAM
POLICIES AND PROCEDURE**

Food Instrument Issuance

POLICY: Umatilla Morrow Head Start Inc, WIC Program will issue food instruments (FIs) to ensure WIC clients receive an appropriate food package at their certification and 2nd nutrition education follow up appointments.

Staff will issue FIs in a way that will maximize FI issuance without negatively impacting the nutritional education opportunity. In most cases, this means that three months worth of FIs are issued at one time per Oregon WIC Policy 505. WIC staff will follow procedures listed below when single or double issuance is appropriate.

PROCEDURE:

- A. The WIC certifier and participant or participant's parent/guardian may determine that single or double issuance of FIs is important for prevention of lost or damaged FIs.
- B. RD/Certifier may determine that family will benefit from monthly or every other month appointments and FI issuance for education/monitoring purposes.
- C. One month or two month issuance may occur to accommodate family appointments (either scheduling for more than 2 family members at one date, or for scheduling no more than 2 appointments at one date for families).
- D. If a participant misses their appointment and the appointment cannot be rescheduled for the same month, WIC staff may issue one month of FIs and reschedule the WIC appointment to the following month.
- E. Single or double issuance of FIs may also occur in the case of temporary newborns.

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