

On-Site Observation: Appointments
(If BFPC or FMNP services are observed, document on those monitoring forms)

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|--|-----------|-----------|-----------|
| 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 | | | |

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