

WIC CLINIC STAFF

Your Packet Includes

15+ WIC applications, 15+ of Nutrition Education Sheets, 2 WIC eligibility sheets, 15+ WIC Vouchers, 1+ Sign-in Sheet, pens

Instructions

- If not already done, post the WIC Clinic sign and set up your table and chair(s), and if space allows, set up a small community waiting area with 5-10 chairs.
- Before you assist a community member, request proof of transportation (Bus Receipt, Monthly Bus Pass, Car or Driver). This is not a WIC program rule, it is to ensure that participants are following the rules of the simulation.
- When community members arrive at clinic, have them sign in with their first name and Community Member profile # (sometimes Community Members have the same profile #).
- Give Community Member a WIC application, Nutrition Education Sheet, a pen and ask them complete their paperwork in the waiting area and return completed form to a designated spot at the end of the table.
- Explain that you will call them by their first name and profile number when you are ready to review their paperwork.
- When you call community member up to review application, use the WIC Eligibility Form to determine eligibility for WIC program and, if eligible, both of you will sign the form.
- A father can apply for WIC for infant or child under 5 years of age.
- For the WIC program no social security # is required.
- Once application is signed, review the Nutrition Education sheet with the applicant.
- Once all paperwork is complete, give applicant 1 WIC voucher and explain that they can use this voucher to get food at Food Tiger or Corner Store.
- Explain that they must redeem all the food items in one transaction - they can't get some of the foods at Food Tiger and some at Corner store. Voucher is void after one store visit.

Role Description

- Community Members come to you to receive WIC benefits.
- Your job as WIC Clinic staff is to determine if people are eligible, and if they are eligible, give them their WIC Vouchers and review nutrition information.