

SNAP & WIC FOOD ASSISTANCE PROGRAMS



12/4/17

RESOURCE GUIDES

The following resource guides go in-depth about the eligibility requirements for the SNAP Food Stamps program and the Women, Infant and Child (WIC) program.

SNAP & WIC Food Assistance programs

RESOURCE GUIDES

SNAP: DEPARTMENT OF CHILDREN AND FAMILIES FOOD ASSISTANCE GUIDE

Information: The Food Assistance Program helps provide healthy food to people with low-income levels. The amount of assistance provided is based upon the number of people living in the household and gross income brought in after certain expenses are subtracted from disposable income.



Contact Information

Phone: 352-955-5338

Mailing Office:

ACCESS Central Mail Center

P.O. Box 1770

Ocala, FL 34478-1770

Call Center:

Agents available

8am to 5pm Mon-Fri

1-866-762-22371

Link to Website: <http://www.myflfamilies.com/service-programs/access-florida-food-medical-assistance-cash/food-assistance-and-suncap>

Step-by-Step Food Stamps Eligibility Guidelines

In order to receive assistance, all individuals must meet these guidelines:

1. Proof of identity (license, passport etc.)
2. Adult's age 18-50 years of age who have no dependent children under them may qualify for 3-months of assistance within a 3-year period as long as they are not working or in a work program.
3. Your household must pass a gross income equal or less than 200% of the Federal Poverty Level. Households who become disqualified must have a net income less than 100% of the FPL. Senior citizens 60 or older must only meet the **monthly** net income limit.
4. Individuals must live in the State of Florida
5. Individuals must be a U.S Citizen or have a certified noncitizen status
6. Individuals must have a valid SSN (Social Security Number) or show proof they have applied for one
7. Individuals must pay Child Support Payments regularly (if applicable)

SNAP & WIC Food Assistance programs

8. *Most food assistance households may have assets such as vehicles, bank accounts, or property and still get help. Households with a disqualified member must meet an asset limit of \$2,250 or \$3,250 effective October 1, 2014 (if the household contains an elderly or disabled member).*
9. *Change Reporting- households must report when the total monthly gross income exceeds 130% of the FTL when able-working adults fall below 20 hours a week. Must be reported within 10 days to keep eligibility.*
10. **YOU ARE INELIGIBLE IF YOU MEET ONE OF THE FOLLOWING:** *running convicted felon, participated in drug trafficking, noncitizen, break SNAP rules on purpose, and some students who attend universities may become ineligible for food assistance benefits.*

-Foods you can buy with food stamps include: breads, cereals, fruits, vegetables, meats, fish, poultry, dairy, and plants and seeds but not any nonfood items or hot food.

Complete the application below and send to mailing address or apply online.



ACCESS FLORIDA APPLICATION

Before You Begin

You are ready to start your application. Here is some important information when applying and what to expect.

Applying for Benefits

You may apply for help by giving us just your name, address, and signing your application. We encourage you to answer as many questions as you can, and sign your application today. This will allow us to help you more quickly. If you need help in completing this application or need interpreter services, there may be Community Partners in your area who can help. Visit our website at www.myflorida.com/accessflorida or contact our Customer Call Center at 1-866-762-2237 for more information. You may apply faster online at www.myflorida.com/accessflorida.

Processing Your Application

Processing begins with the date we receive your signed application. It may take 7 to 30 days to process your food assistance application. Expedited households may get food assistance benefits within seven days. Your answers on the application will decide if your household meets expedited food assistance criteria. Expedited households must have: 1. Monthly gross income less than \$150 and liquid assets less than \$150; 2. Monthly gross income plus liquid assets less than the household rent or mortgage plus utility costs; or, 3. Be a destitute migrant or seasonal farmworker with liquid assets less than \$100. Applications for Medical Assistance and Temporary Cash Assistance may take 30 to 45 days, and Medical Assistance applications may take longer if we need to determine if someone is disabled. You may check the status of your application by visiting the ACCESS Florida website at <http://www.myflorida.com/accessflorida> and click on the "My ACCESS Account" link.

An Application for Assistance may be submitted to any Department of Children and Families Economic Self-Sufficiency Services office in the State of Florida by you, or by someone acting for you, in person, by mail, by facsimile (FAX), or electronically through the internet. Applications received during normal business hours are considered received the same day. When an application is received after normal business hours, it will be considered received on the first business day following its receipt. Food assistance benefits start from the date of application if the applicant meets all eligibility requirements, completes the interview, and provides all necessary eligibility information by the 30th day after the date of application. The household has the right to file an application form on the same day it contacts DCF, in an office, by phone, fax, in person, or electronically. Applicants do not have to complete the interview prior to filing the application. Receiving food assistance does not affect other program time limits. For an individual applying for food assistance and SSI at the same time, the filing date is the date of release from the institution or the actual date of receipt if filed after release. The collection of information on the application, including the SSN of each household member, is authorized under the Food and Nutrition Act of 2008 as amended, 7 U.S.C. 2011-2036. The information will be used to determine whether your household is eligible, or continues to be eligible to participate in food assistance. We will verify this information through computer matching programs. This information will also be used to monitor compliance with program regulations and for program management. The household cannot be denied food assistance benefits solely because of the denial of other program benefits.

Head of Household

The household may select an adult parent of children (of any age) living in the household, or an adult who has parental control over children (under 18 years of age) living in the household, as the head of household provided all adult household members agree to the selection. Households may select the head of household at application, at each review, or when there is a change in household composition. If all adult household members do not agree to the selection, or decline to select an adult parent as the head of household, the state agency may designate the head of household or permit the household to make another selection. If the household does not consist of adult parents and children or adults who have parental control of children living in the household, the state agency shall designate the head of household or permit the household to do so.

Social Security Number

We may treat household members who are ineligible, or who are not applying for benefits, as non-applicants. Non-applicants, or persons applying only for Emergency Medical Assistance for Aliens, Refugee Cash Assistance, or Refugee Medical Assistance, do NOT need to give a Social Security Number (SSN). If you were not eligible for an SSN because of your immigration status, you may be eligible for a non-work SSN. If you need an SSN, we can help you apply for one. Non-applicants do NOT need to give proof of immigration status. Noncitizens who are applying for benefits will have their immigration status verified with the U.S. Citizenship and Immigration Services (USCIS). We will not tell USCIS about the immigration status of those living in your household who are not applying for benefits.

Important Information for Immigrants

Applying for or receiving Food Assistance (SNAP) benefits or Medical Assistance will not affect you or your family members' immigration status or ability to get permanent resident status (green card). Receiving Temporary Cash Assistance or long term institutional care, such as nursing home benefits might create problems with getting that status, especially if the benefits are your family's only income.

Public Assistance Fraud / Notice of Penalties

If you are found guilty (by a state or federal court, or an administrative disqualification hearing, or sign a hearing waiver) of intentionally making a false or misleading statement, concealing or withholding facts in order to receive or in an attempt to receive food assistance or Temporary Cash Assistance (TCA) or committing any act that violates the Food and Nutrition Act of 2008, food assistance regulations, or any state statute for purposes of using, presenting, transferring, acquiring, receiving, or possessing food assistance benefits, you will be disqualified. You will be ineligible for food assistance or TCA for 12 months for the first violation, 24 months for the second violation, and permanently for the third violation. If you are convicted of trafficking food assistance benefits of \$500 or more, you will be disqualified permanently. Trafficking of food assistance includes:

1. Buying, selling, stealing, or exchanging benefits for cash;
2. Exchanging firearms, ammunition, explosives, or illegal drugs for benefits;
3. Buying sodas, water, or other items in a container to get the cash deposit;
4. Buying an item with food assistance and then purposely selling the item for cash; and
5. Trading cash for items paid for with food assistance benefits.

If you are convicted of these acts, depending on the severity, you may be fined up to \$250,000, imprisoned for up to 20 years, or both. You may also be subject to prosecution under other applicable Federal and State Laws. You may be barred from receiving food assistance for an additional 18 months if court ordered. If you are convicted by a state or federal court of making a fraudulent statement with respect to identity or residency in order to receive food assistance or TCA in more than one state at the same time, you will be ineligible to participate in the Food Assistance Program or TCA for a period of 10 years.

If you are fleeing to avoid prosecution, custody, or confinement, after conviction for a crime or an attempt to commit a crime, which is a felony, or are in violation of probation or parole imposed under a federal or state law, you are ineligible for food assistance and Temporary Cash Assistance. This information may be disclosed to other federal and state agencies for official examination, and to law enforcement officials for the purpose of apprehending persons fleeing to avoid the law.

If you are found guilty of a drug-trafficking felony after 8/22/96, or convicted by a federal, state, or local court of trading firearms, ammunition, or explosives for food assistance benefits, you are ineligible for food assistance. If you are convicted of using or receiving food assistance benefits in a transaction involving the sale of a controlled substance, you will be ineligible 24 months for the first violation and permanently for the second violation. Households must not use food assistance benefits to purchase nonfood items, pay on credit accounts, pay for food purchased on a credit account, use or possess the Electronic Benefits Transfer (EBT) cards of others, allow unauthorized use of the household's EBT card by non-household members, sell or trade EBT cards, or use someone else's EBT card. If a food assistance claim arises against your household, the information on this application, including all SSNs, may be referred to Federal and State agencies, as well as private claims collection agencies, for claims collection action.

Income and Eligibility Verification System (IEVS)

We will request information through computer matches in IEVS and may verify the information if we find differences based on the answers you gave on your application. We may use the information found in IEVS to affect your eligibility and level of benefits.

Reporting Requirements

For all programs, households are encouraged to report any change in the household living and/or mailing address. For programs except Food Assistance (SNAP), households must report changes in who lives in the household, employment, and income. Food Assistance (SNAP) households must report when the total monthly household gross income exceeds 130% of the federal poverty level for the household size and when the work hours of able-bodied adults fall below 20 hours per week when averaged monthly, by the 10th of the month after the month of the change. Households receiving Medicaid or Temporary Cash Assistance must report changes within 10 days.

Requesting a Fair Hearing

You have the right to ask for a hearing before a state hearings officer. You can bring with you or be represented at the hearing by a lawyer, relative, friend, or anyone you choose. If you want a hearing, you must ask for the hearing by writing, calling the Customer Call Center, or coming into the office within 90 days from the mailing date of your notice of case action. If you ask for a hearing by the end of the last day of the month prior to the effective date of the adverse action, your benefits may continue at the prior level until the hearing decision. You will be responsible to repay any benefits continued if the hearing decision is not in your favor. If you need information about how to receive free legal advice, you can call the Customer Call Center toll free at 1-866-762-2237 for a listing of free legal agencies in your area.

Medical Assistance Applications

Use this application to see what coverage choices you qualify for such as free or low-cost insurance from Medicaid or the Children's Health Insurance Program (CHIP), affordable private health insurance plans that offer comprehensive coverage to help you stay well, and a new tax credit that can immediately help pay your premiums for health coverage. To complete your application, you may need social security numbers, document numbers for legal immigrants, employer and income information for everyone in your family, policy numbers for current health insurance, and job-related health insurance information. Please send copies not originals.

What Happens Next

Submit your signed application at any Department of Children and Families Economic Self-Sufficiency Services office or mail your application to ACCESS Central Mail Center, P.O. Box 1770, Ocala, FL 34478-1770. You may fax your application to a Customer Service Center in your area. Find a local fax number at <http://www.myflfamilies.com/service-programs/access-florida-food-medical-assistance-cash/locate-service-center-your-area>.



ACCESS FLORIDA APPLICATION

I would like to apply for: Food Assistance Cash Relative Caregiver Medical Hospice OSS/Optional State Supplementation Medicaid Waiver/Home & Community Based Services Nursing Home Care – Living address prior to entering Nursing Home:

APPLICANT INFORMATION

Name: (Head of Household – see "Before You Begin" section)

First Middle Last

Home Address: (Leave blank if you do not have one.)

Street Apt. No. City State Zip Code County

Address where you get your mail: (if different from where you live)

Street/P. O. Box City State Zip Code

Home or Message Phone Number: Work Phone Number: Cell Phone Number:

E-Mail Address: Do you want to get information about this application by email? YES NO

Do you have a reason that makes it difficult for you to come to the office for an interview?

- Illness Transportation Work or Training Live in a Rural Area Care for a sick or Disabled Household Member Other (explain):

What is your preferred spoken or written language (if not English)?

STATEMENT OF UNDERSTANDING

I understand that information that I provide with this application, interview, or when requesting other benefits, including computer information matches with other agencies, is subject to verification by DCF and other Federal and State agencies including Division of Public Assistance Fraud (DPAF). I understand and agree to the following: DCF, DPAF, and authorized Federal Agencies may verify the information I give on this form, interview, or when requesting other benefits. Information may be obtained from my past or present employers. My signature authorizes release of such information to DCF and/or DPAF. As a condition of participation in Medicaid, I consent to review and release of all medical records deemed necessary by Medicaid under its auditing and investigatory powers. If any information is incorrect, benefits may be reduced or denied and I may be subject to criminal prosecution or disqualified from the program for knowingly providing incorrect or false information or hiding information. I have read my Rights and Responsibilities. I certify under penalty of perjury that the information on this form is true to the best of my knowledge, including the citizen or noncitizen status of those who are applying for benefits. I hereby acknowledge receipt of the Florida DCF CFOP 60-17, Chapter 1, Attachment 3, Notice of Privacy Practices.

SIGNATURES

Signature of Adult Household Member / Date Signed

Signature of Witness if signed with an "X"

Authorized/Designated Representative – Please print Name Address Phone Number

Signature of Authorized/Designated Representative

FOR OFFICE USE ONLY Community Access Site Participant Name/Phone Number: Date Stamp:

EXPEDITED FOOD ASSISTANCE: Eligible households may receive benefits within 7 days.

Is your household's gross income less than \$150? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you pay to heat or cool your home? <input type="checkbox"/> YES <input type="checkbox"/> NO
Are your total liquid assets (such as cash, bank accounts, etc) less than \$100? <input type="checkbox"/> YES <input type="checkbox"/> NO	What is the monthly amount of your rent or mortgage? \$
Is your household's monthly gross income plus your total liquid assets less than your monthly rent or mortgage plus utilities? <input type="checkbox"/> YES <input type="checkbox"/> NO	Has all of your household's income recently stopped? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, WHEN?
Check the bills you pay: <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Sewage <input type="checkbox"/> Phone	Is anyone in your household a migrant or seasonal farmworker? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, WHO?

HOUSEHOLD INFORMATION: If you need extra space in the following sections, please use extra pages. Please provide as much information as you can to help us determine your eligibility quickly.

In Sections A and B, list yourself and all people living in your home even if you are not applying for them. If you are not applying for a member, you do not have to give their SSN or citizenship status. Include your spouse, your children under 21 who live with you, anyone you include on your tax return, even if they do not live with you, and anyone else under 21 who you take care of and lives with you. If living in a nursing home or other institutional arrangement, list only self, spouse and dependents.

ETHNICITY (Voluntary/Optional Information): **A** = Hispanic or Latino or, **B** = Not Hispanic or Latino

RACE (Voluntary/Optional Information): You may choose one or more numbers: **1** – American Indian or Alaskan Native; **2** – Asian or Pacific Islander; **3** – Black or African American, Not of Hispanic Origin; **4** – White, Not of Hispanic Origin; **5** – Southeast Asian; **6** – Other; or, **7** – Unknown. This will not affect eligibility or the level of benefits. The reason we ask for this information is to assure program benefits are distributed without regard to race, color, or national origin.

SECTION A – List All Adults Living At Your Address

Adult's Legal Name First, Middle, Last	Want to Apply?	Sex	Social Security Number (see instructions above)	Date and Place of Birth*	U.S. Citizen	Ethnicity (see above)	Race (see above)	Marital Status	Attends School/ # Hours / Week/ Last Grade Completed*	Buys and Eats Food with You
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> F			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7		<input type="checkbox"/> Yes <input type="checkbox"/> No # hours per week: * Last Grade Completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relationship to you		<input type="checkbox"/> M			USCIS #	<input type="checkbox"/> B				
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> F			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7		<input type="checkbox"/> Yes <input type="checkbox"/> No # hours per week: * Last Grade Completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relationship to you		<input type="checkbox"/> M			USCIS #	<input type="checkbox"/> B				
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> F			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7		<input type="checkbox"/> Yes <input type="checkbox"/> N # hours per week: * Last Grade Completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relationship to you		<input type="checkbox"/> M			USCIS #	<input type="checkbox"/> B				
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> F			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7		<input type="checkbox"/> Yes <input type="checkbox"/> No # hours per week: * Last Grade Completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relationship to you		<input type="checkbox"/> M			USCIS #	<input type="checkbox"/> B				

SECTION B – List All Children Living At Your Address. If anyone is pregnant, list “unborn” as the name and the due date as the date of birth.

Child's Legal Name First, Middle, Last		Want to Apply?	Sex	Social Security Number (see instructions above)	Date and Place of Birth*	U.S. Citizen	Ethnicity (see page 2)	Race (see page 2)	*Child under Age 5 Immunized	Attends School/ School Name/	*Date To Graduate	Buys and Eats Food with You
1.		<input type="checkbox"/> Yes	<input type="checkbox"/> F			<input type="checkbox"/> Yes		<input type="checkbox"/> 1		<input type="checkbox"/> Yes <input type="checkbox"/> No School Name:		<input type="checkbox"/> Yes
Relationship to you		<input type="checkbox"/> No	<input type="checkbox"/> M			<input type="checkbox"/> No	<input type="checkbox"/> A	<input type="checkbox"/> 2	<input type="checkbox"/> Yes			<input type="checkbox"/> No
						USCIS #	<input type="checkbox"/> B	<input type="checkbox"/> 3	<input type="checkbox"/> No			<input type="checkbox"/> No
								<input type="checkbox"/> 4				
								<input type="checkbox"/> 5				
								<input type="checkbox"/> 6				
								<input type="checkbox"/> 7				
2.		<input type="checkbox"/> Yes	<input type="checkbox"/> F			<input type="checkbox"/> Yes		<input type="checkbox"/> 1		<input type="checkbox"/> Yes <input type="checkbox"/> No School Name:		<input type="checkbox"/> Yes
Relationship to you		<input type="checkbox"/> No	<input type="checkbox"/> M			<input type="checkbox"/> No	<input type="checkbox"/> A	<input type="checkbox"/> 2	<input type="checkbox"/> Yes			<input type="checkbox"/> No
						USCIS #	<input type="checkbox"/> B	<input type="checkbox"/> 3	<input type="checkbox"/> No			<input type="checkbox"/> No
								<input type="checkbox"/> 4				
								<input type="checkbox"/> 5				
								<input type="checkbox"/> 6				
								<input type="checkbox"/> 7				
3.		<input type="checkbox"/> Yes	<input type="checkbox"/> F			<input type="checkbox"/> Yes		<input type="checkbox"/> 1		<input type="checkbox"/> Yes <input type="checkbox"/> No School Name:		<input type="checkbox"/> Yes
Relationship to you		<input type="checkbox"/> No	<input type="checkbox"/> M			<input type="checkbox"/> No	<input type="checkbox"/> A	<input type="checkbox"/> 2	<input type="checkbox"/> Yes			<input type="checkbox"/> No
						USCIS #	<input type="checkbox"/> B	<input type="checkbox"/> 3	<input type="checkbox"/> No			<input type="checkbox"/> No
								<input type="checkbox"/> 4				
								<input type="checkbox"/> 5				
								<input type="checkbox"/> 6				
								<input type="checkbox"/> 7				
4.		<input type="checkbox"/> Yes	<input type="checkbox"/> F			<input type="checkbox"/> Yes		<input type="checkbox"/> 1		<input type="checkbox"/> Yes <input type="checkbox"/> No School Name:		<input type="checkbox"/> Yes
Relationship to you		<input type="checkbox"/> No	<input type="checkbox"/> M			<input type="checkbox"/> No	<input type="checkbox"/> A	<input type="checkbox"/> 2	<input type="checkbox"/> Yes			<input type="checkbox"/> No
						USCIS #	<input type="checkbox"/> B	<input type="checkbox"/> 3	<input type="checkbox"/> No			<input type="checkbox"/> No
								<input type="checkbox"/> 4				
								<input type="checkbox"/> 5				
								<input type="checkbox"/> 6				
								<input type="checkbox"/> 7				

SECTION C – ABSENT PARENT INFORMATION: Provide the following information for each child in Section B whose mother and/or father is not in the home.

		Name, Address, Phone number	Date of Birth	Social Security Number	Race (see page 2)	Reason for Absence	Child's Legal Parent?
Child 1	Mother						<input type="checkbox"/> YES <input type="checkbox"/> NO
	Father						<input type="checkbox"/> YES <input type="checkbox"/> NO
Child 2	Mother						<input type="checkbox"/> YES <input type="checkbox"/> NO
	Father						<input type="checkbox"/> YES <input type="checkbox"/> NO
Child 3	Mother						<input type="checkbox"/> YES <input type="checkbox"/> NO
	Father						<input type="checkbox"/> YES <input type="checkbox"/> NO
Child 4	Mother						<input type="checkbox"/> YES <input type="checkbox"/> NO
	Father						<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION D – GENERAL INFORMATION: Answer the following questions about the people listed in Sections A and B who are applying for assistance.

Is anyone in your home fleeing the law due to a felony or a probation or parole violation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Has anyone in your home sold or given away any property or assets in the last 3 months (food assistance purposes) or 5 years (Medicaid)? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Has anyone in your home been convicted of a drug trafficking felony including agreeing, conspiring, combining, or confederating with another person to commit the act committed after 8/22/1996? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Did anyone in your home quit a job in the last 60 days or is anyone on strike? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Has anyone in your home been convicted on or after 8/22/96, of receiving food assistance, temporary cash assistance, or Medicaid in more than one state at the same time? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Has anyone in your home received food, cash, or medical assistance from another state or source in the last 30 days? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Is everyone a resident of the state of Florida? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, who is not?
Is anyone in the household pregnant? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who? Due Date: _____ Number of Babies Due: _____
*Has anyone attended a school conference for any of the children who are ages 6-18? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who? When? _____
Is anyone in your household a sponsored noncitizen? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Is anyone living in a special setting such as a homeless shelter, drug treatment center, nursing home, assisted living facility, adult family care home, mental health residential treatment facility, or other institution? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who? Facility name and Type: _____
Is anyone a foster child? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Was anyone in Florida foster care at age 18 or older? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
*If you are applying for nursing home type services, do you have a child (of any age) living in your home who is blind or disabled? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who? What is their relationship to you? _____
Has anyone been determined disabled by Social Security or the State of Florida? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
*Has anyone been denied Supplemental Security Income (SSI) in the past 90 days? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who? When? _____
*Does anyone in your household need help with Medicare premiums or medical bills from the past three (3) months? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
*Does anyone who was denied for disability have a new medical condition not considered by the Social Security Administration? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Is anyone in your household a victim of human trafficking? (Victims of human trafficking are people taken, kept, or moved by force or fraud for sexual exploitation or forced labor.) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Have you or any member of your household been convicted of trading food assistance benefits for drugs, convicted of buying or selling food assistance benefits over \$500, or convicted of trading food assistance benefits for guns, ammunitions, or explosives? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
Does anyone in the household pay for a room (Roomer) or for room and meals (Boarder)? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
*Does anyone have a physical, mental, or emotional health condition that causes limitations in activities (like bathing, dressing, daily chores, etc.) or live in a medical facility or nursing home? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
*Is any child limited or prevented in any way in his or her ability to do the same things most children of the same age do? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
*Does anyone need or get special therapy, such as physical, occupational or speech therapy, or treatment or counseling for an emotional, developmental, or behavioral problem? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?
*Does any child need or use more medical care, mental health, or educational services than is usual for most children of the same age? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?

SECTION E – ASSETS: Answer the following questions about the people listed in Sections A and B who are applying for assistance. If you need extra space in the following sections, please use extra pages.

Does anyone you are applying for own all or part of any assets, such as: ***vehicles**, bank accounts, tax sheltered accounts, property, Certificates of Deposit (CDs), cash, mortgage notes, promissory notes, ***loans**, ***IRAs**, ***401Ks**, bonds, ***annuities**, stocks, real estate, life estate, trusts, ***Keogh plans**, ***continuing care retirement community or life care community contracts**, burial contracts/plots, prepaid funeral expenses, savings bonds or certificates, business assets, large sums of money received in last 3 months, ***health/long-term care/life/auto insurance**, ***HMOs**, **Medicare or Medicare supplements**, etc? ***Include the assets/insurance of parents of minor child applicants if living in the home and assets/insurance of spouses of applicants if living in the home.** YES NO If yes, list below:

***IMPORTANT INFORMATION FOR OWNERS OF AN ANNUITY:** In accordance with Public Law 109-171, individuals (and their spouses) who are applying for or receiving Medicaid Institutional Care Program (nursing home care), Hospice, Home and Community Based Services waiver programs, or the Program of All-Inclusive Care for the Elderly must list all annuities they own. Certain annuity purchases (or other transactions) made on or after 11/01/2007, will be considered a transfer of an asset for less than fair market value unless the annuity names the State of Florida, Agency for Health Care Administration, as the first remainder beneficiary (or second remainder beneficiary after the community spouse or minor or disabled child) for the total amount of Medicaid funds paid on the Medicaid recipient's behalf.

*DCF must determine the value of assets of Medicaid applicants and recipients of aged (65 or older), blind, or disabled individuals. Applicants and recipients must agree to allow DCF to ask for financial records from any bank, savings and loan, credit union, or other financial institution by completing the Financial Information Release, form CF-ES 2613.

Individual	Type of Asset or Insurance	Vehicles Year, Make, Model*	Amount Owed on Vehicle/Property	Location of Asset/Insurance Bank/Company Name and Address	Account # or Insurance ID #	Amount or Value

Are any of the above assets set aside to cover burial expenses? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, which? Amount?
Has anyone closed bank accounts or other investments, added anyone to the title of an asset, given away assets or property, or liquidated assets greater than \$3,000 to buy another asset or service in the last 3 months (food assistance) or 5 years (Medicaid)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, who?	
What?	When? Value?
Are any assets jointly owned with a person that does not live with you? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, who?	
What?	When? Value?

YOU CAN APPLY TO REGISTER TO VOTE HERE

If you are not registered to vote where you live now, would you like to register to vote here today? Check YES if you would like to apply to register to vote or update your voter registration information. If you check the NO box or do not check a box, you will be considered to have decided not to apply to register to vote or update your voter registration information. Checking YES, NO, or leaving this question blank, will not affect your receipt of benefits.
 YES NO

NOTICE OF RIGHTS

Help: If you would like help in filling out your voter registration application, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration application in private.

Benefits: If you are applying for public assistance from this agency, applying to register, or declining to register to vote will not affect the amount of assistance you will be provided by this agency.

Privacy: Your decision not to register or update your record and the location where you applied to register or update your voter registration record is confidential and may only be used for voter registration purposes.

Formal Complaint: If you believe someone has interfered with either your right to apply to register or to decline to register to vote, your right to privacy in deciding whether to apply to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with: Florida Secretary of State, Division of Elections, NVRA Administrator, R.A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399-0250. Forms for filing a complaint are available at <http://election.dos.state.fl.us/nvra/index.shtml> or call 1-850-245-6200. For complaints not related to voter registration, see **"USDA-HHS NON DISCRIMINATION STATEMENT"** on the last page of this application.
 [Authority: National Voter Registration Act (42 U.S.C. 1973 gg); ss. 97.023, 97.058 and 97.0585, F.S.]

SECTION F – INCOME: Answer the following questions about the people listed in Sections A and B who are applying for assistance.

Does anyone that you are applying for receive any type of income, such as: wages, tips, self-employment, Social Security/Railroad Retirement or Disability, SSI, other disability, VA income, pension, Civil Service, unemployment, child support, alimony, dividends, interest, stipend, money from another person, annuity, rent, workers' compensation, estate/trust, public assistance, grants, scholarships, student loans, reparations payments, training allowances, etc? (Include the income of parents living at home with minor child applicants and income of spouses and dependents of applicants if living in the home.) YES NO **If yes, list below:**

Individual	Type of Income	Name of Employer or Source of Income	Phone Number of Employer	Monthly Amount Before Deductions	How Often Received (weekly/biweekly/monthly)	Pay Day on What Day of the Week	Weekly # of Work Hours

Has anyone's income in the household ended or had their work hours reduced in the last 60 days or the past year? YES NO
If yes, who? When? Source?

Will anyone in your household receive additional income from the source that ended? YES NO **Gross amount (before deductions received in this month only? \$**
If yes, who? When?

Does anyone have a pending application for Social Security or Unemployment Compensation benefits? YES NO
If yes, who? Which Benefit?

Have deposits been made to Income or Miller Type Trusts in any of the past 3 months? YES NO **If yes, whose trust? Date(s) and amount of deposit(s)?**

If self-employed, what is the type of work? Monthly net income amount (profits after paying business expenses):
 \$

*Do you plan to file a federal income tax return NEXT YEAR? YES NO **If yes, answer the questions below:**
 *Will you file jointly with your spouse? YES NO **If yes, what is your spouse's name?**
 *Will you claim any dependents on your tax return? YES NO **If yes, list the names of dependents:**
 *Will someone else claim you as a dependent on their tax return? YES NO **If yes, what is the name of the tax filer? How are you related to this tax filer?**

*Is anyone listed on this application offered health coverage from a job? YES NO **If yes, who?**

*Who can we contact about employee health coverage at this job?

*Are you currently eligible for coverage offered by this employer, or will you become eligible in the next 3 months? YES NO

*Does the employer offer a health plan that meets the minimum value standard? YES NO [An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986.]

*For the lowest-cost plan that meets the minimum value standard offered to the employee (don't include family plans): If the employer has wellness programs, provide the premium the employee would pay if he/she received the maximum discount for any tobacco cessation programs, and did not receive another discount based on wellness programs. How much would the employee have to pay in premiums for this plan? \$
How often? Weekly Biweekly Monthly Quarterly Yearly

*What change will the employer make for the new plan year? Employer won't offer health coverage Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard. How much will the employee have to pay in premiums for that plan? \$
How often? Weekly Biweekly Monthly Quarterly Yearly **Date of change?**

SECTION G – EXPENSES: Answer the following questions about the people listed in Sections A and B who are applying for assistance.

Is anyone that you are applying for required to pay expenses, such as: rent, mortgage, property tax, homeowner's insurance, condo/maintenance fees, gas, electric, fuel, LIHEAP, medical bills such as but not limited to: prescriptions, glasses, transportation, doctor visits, dental, health aides, hospitalization, nursing home bills, or insurance or Medicare premiums not covered by insurance or another third party, telephone, child or adult care, or court ordered child support for a child not in your household? Include the expenses of parents of minor child applicants if living in the home and expenses of spouse of applicants if the spouse is living at home. YES NO **If yes, list below:**

Failure to report and/or verify any of the listed expenses will be considered as a statement by the household that they do not want to receive a deduction for the unreported expense.

Type of Expense	Who is Obligated To Pay This Expense	If a Medical Expense, Who Received the Medical Service?	Monthly Amount	Paid to Whom	Date Paid	Still Owed?	For Court Ordered Child Support Only, Name of Child for Whom Support is Paid
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	

How do you heat or cool your home?

Does anyone help you pay expenses? YES NO **If yes, who?**

If you pay for certain things that can be deducted on a federal income tax return, telling us about them could make the cost of health coverage a little lower. You should not include a cost you already considered in your answer to net self-employment. Check all that apply, give the amount, and how often you pay it.

Alimony paid \$ **How often?**

Student loan interest \$ **How often?**

Other deductions, Type: **How often?**

SECTION H – YOUR FAMILY'S HEALTH COVERAGE: Answer the questions for anyone who needs health coverage.

*Is anyone enrolled in health coverage now from any of the following? YES NO **If yes, write their name(s) next to the coverage they have.**

<input type="checkbox"/> Medicaid: _____	<input type="checkbox"/> Florida KidCare: _____
<input type="checkbox"/> Medicare: _____	<input type="checkbox"/> TRICARE: _____ (for TRICARE, do not check if you have direct care or Line of Duty)
<input type="checkbox"/> VA health programs: _____	<input type="checkbox"/> Peace Corps: _____
<input type="checkbox"/> Employer insurance: _____	<input type="checkbox"/> Other: _____
Name of Insurance: _____	Name of Health Insurance: _____
Name of person insured: _____	Name of person insured: _____
Policy number: _____	Policy number: _____
Is this COBRA coverage? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is this a limited-benefit plan (like school accident policy)?
Is this a retiree health plan? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

*Has anyone voluntarily canceled health insurance for children in the last two months for any of these reasons?

<input type="checkbox"/> The cost of an applicant child's health insurance is more than 5% of your family's income.	<input type="checkbox"/> The employer providing the applicant child's coverage canceled the coverage.
<input type="checkbox"/> Domestic violence led to the loss of coverage for an applicant child.	<input type="checkbox"/> The applicant child's coverage ended because the child reached the maximum lifetime coverage limit or an annual benefit limit.
<input type="checkbox"/> Parent lost a job that provided employer-sponsored coverage for an applicant child.	<input type="checkbox"/> An applicant child has a medical condition that, without medical care, would cause serious disability, loss of function, or death.
<input type="checkbox"/> The coverage does not cover the applicant child's health care needs.	<input type="checkbox"/> The applicant child's parent canceled COBRA coverage or the COBRA coverage reached its legal limit.
<input type="checkbox"/> Parent who had the health coverage for an applicant child is deceased.	<input type="checkbox"/> A non-custodial parent dropped the applicant child's coverage.

YOU MAY BE ELIGIBLE FOR REDUCED TELEPHONE RATES

Check YES if you would like DCF to release your Name, SSN, Phone Number, and the fact that you receive food assistance, Temporary Cash Assistance, or Medicaid to the local telephone company so you may receive a reduced telephone rate through the Lifeline Program. YES NO

SECTION I – AMERICAN INDIAN OR ALASKA NATIVE FAMILY MEMBER: Complete this section if you or a family member are American Indian or Alaska Native.

American Indians and Alaska Natives can get services from the Indian Health Services, tribal health programs, or urban Indian health programs. They also may not have to pay cost sharing and may get special monthly enrollment periods. Answer the following questions to make sure your family gets the most help possible. If you have more people to include, make a copy of this page and attach.

Name First, Middle, Last	Member of a Federally recognized tribe	Has this person ever received a service from the Indian Health Service, a tribal health program, or urban Indian health program, or through a referral from one of these programs?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, tribe name:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, is this person eligible to get services from one of these programs? <input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, tribe name:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, is this person eligible to get services from one of these programs? <input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, tribe name:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, is this person eligible to get services from one of these programs? <input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, tribe name:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, is this person eligible to get services from one of these programs? <input type="checkbox"/> YES <input type="checkbox"/> NO

*Certain money received may not be counted for Medicaid or the Children’s Health Insurance Program (CHIP). List any income reported on your application that includes money from these sources:

Per capita payments from a tribe that come from natural resources, usage rights, leases, or royalties? YES NO
If yes, who? Amount: \$

Payments from natural resources, farming, ranching, fishing, leases, or royalties from land by the Department of Interior (including reservations and former reservations)? YES NO
If yes, who? Amount: \$

Money from selling things that have cultural significance? YES NO
If yes, who? Amount: \$

AUTHORIZED REPRESENTATIVE

You can give a trusted person permission to talk about this application with us, see your information, and act for you on matters related to this application, including getting information about your application and signing your application on your behalf. This person is called an “authorized representative”. If you are a legally appointed representative for someone on this application, submit proof with the application. By entering the information on page 1, you allow this person to sign your application, get official information about this application, and act for you on all future matters with this agency.

FOR CERTIFIED APPLICATION COUNSELORS, NAVIGATOR, AGENTS, AND BROKERS ONLY: Complete this section if you are a certified application counselor, navigator, agent, or broker filling out this application for somebody else.

Application start date (mm/dd/yyyy): _____

Name: First, Middle, Last: _____

Organization Name and ID number (if applicable): _____

SIGNING THIS APPLICATION: By signing this application you are confirming and attesting that:

- *No one applying for health insurance on this application is incarcerated.
- *The information provided on this application establishes the identity of children under age 16.
- You have read and understand your rights and responsibilities.
- *You are giving the Medicaid agency rights to pursue and get any money from other health insurance, legal settlements, or other third parties. You are also giving the Medicaid agency rights to pursue and get medical support from a spouse or parent.
- *You know this information will be used to check your eligibility for help paying for health coverage if you choose to apply. We will check your answers using information in our electronic databases and databases from the Internal Revenue Service (IRS), Social Security, Department of Homeland Security, and/or a consumer reporting agency.

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES NON-DISCRIMINATION STATEMENT

No person shall, on the basis of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any program or activity receiving or benefiting from federal financial assistance and administered by the Department. To file a complaint, alleging violations of this policy, contact the Office of Civil Rights, Florida Department of Children and Families, 1317 Winewood Boulevard, Tallahassee, Florida 32399-0700 or call 1-850-487-1901, or TDD 1-850-922-9220.

USDA-HHS NON-DISCRIMINATION STATEMENT

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs. The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Department of Children and Families, where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027), found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm. To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY). This institution is an equal opportunity provider.

Women, Infant, and Children (WIC) Food Nutritional Guide

Information: The Special Supplemental Nutrition Program for Women, Infants and Children, also known as WIC, is a federally funded program. The WIC provides food cards for participants that can be used at local grocery stores. Restrictions apply to certain items in stores. Also, the WIC encourages breastfeeding and will provide WIC contract formula.

Local Centers:

224 SE 24th St

Gainesville, FL – 32641

(352) 334-7900

http://www.wicprograms.org/li/fl_alachua-chd-clinic

3600 NE 15th Street

Gainesville, FL – 32609

352-392-6911 x



Link to resource: <http://alachua.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/wic/index.html>

Step-by-Step Eligibility Guidelines

In order to be deemed eligible, Individuals must meet the following:

1. You must be a pregnant woman or have recently been pregnant, a breastfeeding mother of an infant, an infant, or a child under five years old
2. Income- the family's income must not exceed 185% of the U.S poverty income guidelines and could also be eligible if already receiving food stamps, WAGES or Medicaid
3. You **MUST** have nutrition related need that will be determined by the WIC
4. Standards for eligibility are non-discretionary and will not be judged on the origin of race, color, ethnicity, or gender

Application process: Eligibility for WIC is done in-person through a scheduled appointment and you will need to bring the following documentation. **Attached below is also a sample required form you will need to bring that has been approved by your doctor.**

- Bring EACH family member who is applying to receive WIC services.
- Bring proof of ALL income for everyone in the household (before taxes and deductions are taken out). Income includes such things as: salaries, child support and alimony, foster care payments, interest withdrawn, unemployment compensation, and military earnings; OR, if you receive Medicaid, Temporary Cash Assistance (TCA), or Food Assistance, you are income eligible for WIC. (If you do not receive Medicaid or TCA, but other members of your household receive these benefits, you may be

SNAP & WIC Food Assistance programs

income-eligible for WIC.) WIC staff can verify your enrollment in these programs. However, it is helpful to bring the current "Notice of Case Action" letter, which is proof of eligibility for one or more of these programs.

- Bring ONE proof of where you live (no P.O. boxes). The document must be current and show your name and address. Items that are allowed include a utility bill, bank/insurance statement, or driver's license. You must be currently living in Florida, but you don't have to be a U.S. citizen.
- Bring ONE proof of identification for you and ONE proof of identification for any infant or child applying for WIC, such as a birth certificate, driver's license, crib card, military ID, photo ID, Social Security Card, or hospital record.
- If your doctor has completed the WIC Medical Referral Form, bring this form to your appointment.
- Bring the Social Security Number for each person applying for WIC, if available.
- Bring the immunization (shot) record for each child, if available.



Florida WIC Program Medical Referral Form

Shaded areas **must be completed.** See instructions for completing this form on the reverse side.

Is this client eligible for Healthy Start? Yes No

For WIC Office Use Only:

Date of WIC Certification Appointment _____

Client's Name _____ Birth Date _____ Sex M F

Address _____ Phone Number (____) _____ - _____

City _____ Zip Code _____ Social Security # _____ - _____ - _____

Parent's/Guardian's Name _____ (for infants and children only)

For Pregnant Women

Height _____ inches Weight _____ lb Date Taken _____ (no older than 60 days)

Hemoglobin _____ OR Hematocrit _____ Date Taken _____ (must be during current pregnancy)

Expected Date of Delivery _____ Date of First Prenatal Visit _____ Prepregnancy Weight _____

For Breastfeeding and Postpartum (Non-Breastfeeding) Women

Height _____ inches Weight _____ lb Date Taken _____ (no older than 60 days)

Hemoglobin _____ OR Hematocrit _____ Date Taken _____ (must be in postpartum period)

Date of Delivery _____ Date of First Prenatal Visit _____ Weight at Last Prenatal Visit _____

For Infants and Children less than 24 months of age

Birth Weight _____ lb _____ oz Birth Length _____ inches

Current Height _____ inches Current Weight _____ lb Date Taken _____ (no older than 60 days)

Hemoglobin _____ OR Hematocrit _____ Date Taken _____ (required once between 6 to 12 months AND once between 12 to 24 months)

For Children 2 to 5 years of age

Height _____ inches Weight _____ lb Date Taken _____ (no older than 60 days)

Hemoglobin _____ OR Hematocrit _____ Date Taken _____ (once a year unless value < 11.1 Hgb or < 33% Hct, then required in 6 months)

Check all that apply. Please refer your client to WIC, even if nothing is checked below. This information assists the WIC nutritionist in determining eligibility, developing a nutrition care plan, and providing nutrition counseling. WIC staff may need to contact you or your staff to obtain more detailed medical information prior to providing WIC services.

- Medical condition (specify) _____
- High venous lead level (5 µg/dl or more)
Lead level _____ Date Taken _____
- Recent major surgery, trauma, burns (specify) _____
- Food allergy (specify) _____
- Current or potential breastfeeding complications (specify) _____
- Other (specify) _____

Nutrition Counseling Requested – specify diet prescription/order _____

WIC Local Agency Address:

I refer this client for WIC eligibility determination:

Signature/Title of Health Professional _____

Date _____ **PLEASE PLACE OFFICE STAMP BELOW:**

Address:

Phone Number:

*****Parent or Guardian: Please bring a copy of your baby's/child's shot record to the WIC office.*****

Instructions for Completing the Florida WIC Program Medical Referral Form

All shaded areas must be completed in order for the form to be processed.

1. Check (✓) YES if the client has been screened and is eligible for Healthy Start. Check (✓) NO if the client is not eligible for Healthy Start. Leave blank if the client has not been screened. Note: Eligibility for Healthy Start does not affect a client's eligibility for WIC.
2. Complete the **client's name and birth date**.
3. Optional Information: the client's sex, mailing address, phone number, city, zip code, social security number, and the parent's or guardian's name for infants and children.
4. Complete the appropriate shaded section for the client.

Pregnant Women: Complete the height and weight measurements and the date they were taken. These measurements are to be taken no more than 60 days before the client's WIC appointment. (The WIC appointment may be recorded at the top of the form.) Complete the hemoglobin or hematocrit value and the date the value was taken. There is no limit on how old the bloodwork data can be, as long as the measurement was taken during the current pregnancy. Complete the expected date of delivery, the date of the client's first prenatal visit, and the prepregnancy weight.

Breastfeeding Women (eligible up to one year after delivery) and **Postpartum Women—Non-Breastfeeding** (eligible up to 6 months after delivery/termination of pregnancy): Complete the height and weight measurements and the date they were taken. These measurements are to be taken no more than 60 days before the client's WIC appointment. (The WIC appointment may be recorded at the top of the form.) Complete the hemoglobin or hematocrit value and the date the value was taken. There is no limit on how old the bloodwork data can be, as long as the bloodwork is taken after delivery of the most recent pregnancy. Complete the actual date of delivery, the date of the first prenatal visit, and the weight measurement at the last prenatal visit.

Infants and Children less than 24 months of age: Complete the infant's birth weight and birth length. Complete the current height and weight measurements and the date they were taken. These measurements are to be taken no more than 60 days before the client's WIC appointment. (The WIC appointment may be recorded at the top of the form.) Complete the hemoglobin or hematocrit value and the date the value was taken. A bloodwork value is required once during infancy between 6 to 12 months of age (preferably between 9 to 12 months of age) and once between 1 to 2 years of age (preferably 6 months from the infant bloodwork value).

Children 2 to 5 years of age: Complete the current height and weight measurements and the date they were taken. These measurements are to be taken no more than 60 days before the client's WIC appointment. (The WIC appointment may be recorded at the top of the form.) Complete the hemoglobin or hematocrit value and the date the value was taken. A bloodwork value is required once a year unless the value is abnormal (< 11.1 hemoglobin or < 33% hematocrit), then a bloodwork value is required in 6 months.

5. Check (✓) any health problem that you have identified. **Even if you have not identified a health problem, refer the client to the WIC program.**
6. If you would like a nutritionist to counsel your client on a specific diet, check the box and specify the diet prescription or diet order requested.
7. If possible, please provide a copy of the immunization record for infant and child clients.
8. Complete the shaded area at the bottom of the form with the **signature** of the health professional taking the measurement or his/her designee and the office address and phone number. **Stamp** the form with the office stamp or the health professional's stamp.
9. Give this completed form to the client or parent/guardian to bring to the WIC certification appointment or mail/fax the form to the local WIC agency address shown in the bottom left corner of the form.