



Yeled v'Yalda WIC Program
 1312 38th Street, 2nd Floor
 Brooklyn, NY 11218
 Tel. 718.686.3799 • Fax 718.686.2199
www.yeled.org

YvY WIC Certification Checklist

Our goal at YvY WIC is to provide you with a quality service. To ensure that your certification is processed in a timely manner, we have outlined for you the documentation required for certification appointments.

Every person certifying must be present at every certification.

Valid identification for the caretaker/guardian/proxy (photo ID or up-to-date WIC ID card) must be brought to every WIC appointment.

Proof of Identification

(one of the following for every person certifying)

- Completed Medical Referral Form (with participant's name and doctor's signature)
- Medicaid/Benefit Card (of the participant certifying)
- Current WIC ID Card
- Original Birth Certificate (of the participant certifying)
- Original Social Security Card (of the participant certifying)
- Immunization Records (with participant's name and doctor's signature)

Proof of Residence

(one of the following for the entire household)

- Photo ID with address
- Paycheck stub with address
- Postmarked envelope with the family name and address, dated within the last 30 days

Proof of Income

- Original Medicaid/**Benefit Card** for each participant certifying



Or one of the following for the entire household:

- Food Stamp Card **along with:**
 - Certification letter from the Food Stamp office, dated within the last six months
- Pay stubs from every member of the household bringing in income
 - Pay stubs must portray the income for an entire month:
 - 4 weekly checks, 2 bi-weekly checks, 1 monthly check etc.
 - Pay stubs must be from the last thirty days
- Statement from employer listing gross income
 - Statement must be dated within the last 30 days
 - Statement must be on letterhead
- Current Income Tax Record

Medical Referral Form

Infants under 2 months:

- Birth weight and length
- Birth history with current height and weight

Mid-certification required for infants between 6-9 months

Infants 6-9 months:

- Current height and weight with healthcare provider's signature
- Current Immunization Records

Children and Infants 9 Months of age and older:

- Current Height and Weight
- Immunization Records
- Bloodwork Results

Pregnant Women:

- Estimated Date of Delivery
- Current Height and Weight
- Bloodwork Results

Postpartum Women:

- Current Height and Weight
- Bloodwork results taken after delivery/miscarriage

Breastfeeding Women:

- Current Height and Weight
- Bloodwork results taken after delivery

Bloodwork: Hemoglobin or Hematocrit

- Bloodwork results must be recorded by your health care provider with the date it was taken.
- Bloodwork results must be less than 90 days old on the date of your appointment.

Anthropometry

- Height and weight must be properly recorded with the date they were taken and must be less than 60 days old

For your convenience, our office is equipped with infant, pediatric, and adult scales and we can take height and weight measurements for you.

Miscellaneous

- Medical information regarding health-related conditions such as allergies or diabetes should be documented by your health care provider on the Medical Referral Form.
- Changes of information on the medical form which results in a cross-out or white-out must be initialed by your health care provider.

Formula Note (if needed)

A formula note is required for all formulas other than Enfamil Lipil and Nestle Good Start, for infants 0-12 months of age. Participants over one year of age not able to drink milk are required to bring a formula note for all formulas. A new formula note is required at every certification appointment. All of the following information must be completed on the note:

- ICD-9 Code
- Name of formula required
- Diagnosis
- Duration (up to six months)
- Symptoms
- Signature and contact information of medical provider

Questions? Need more information? Call our office at 718.686.3799.

WIC is an equal opportunity program. Persons who believe they have been discriminated against because of race, color, national origin, sex, age, or disability should write to the secretary of Agriculture, USDA. New York State prohibits discrimination based on creed, marital status and sexual orientation. Persons who believe they have been discriminated against based on the New York State Human Rights Law should call 1-800-795-3272 or 1-202-720-6382 (TTY) or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity employer. New York State prohibits discrimination based on creed, marital status and sexual orientation. Persons who believe they have been discriminated against based on the New York State Human Rights Law should call the Growing Up Healthy Hotline at 1-800-522-5006, or write to the WIC Program Director, Riverview Center, FL6W, 150 Broadway, Albany, New York, 12204.



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