



WASHINGTON WIC PROGRAM

Washington State WIC Manual Notice of Revision



Date: 7/31/2023

Notice Number: 2023-02

☒ Volume 1	☐ Volume 2
Chapter: 12 – Referrals and Coordinating Services	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change: ☒ Supersedes ☐ New ☐ Delete	
If you have questions about this revision or wish additional copies, call or write: Department of Health Washington WIC Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410	

Explanation of Revisions:

- This chapter was revised to align with federal requirements.
- These policy changes are effective September 1, 2023.

Attachments:

☒	Memo
☒	Manual Revision
☐	Other _____

This institution is an equal opportunity provider.
Washington WIC doesn't discriminate.

To request this document in another format, call 1-800-841-1410. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email wic@doh.wa.gov.



DOH 960-367 July 2023



Volume 1, Chapter 12 – Referrals and Coordination of Services
Table of Revisions

Policy/Page	Revision	Comments
Make Referrals p. 1 - 6	Policy • Added to 3, a: Social and Health Services – all participants. Refer participants to public assistance and health related programs using one of the following options: • Revised 3, a, 1st bullet: Removed “all participants” and added “social services.” • Added 3, a, 2nd bullet: Local Referral List: list of current local health-related and public assistance programs in the area. • Added 3, d: Lead testing – referral all children who haven’t received a blood lead test to the health care provider for testing. • Added, 3, d, bullet: Sharing the WIC ID and Card Folder with the Help Me Grow WA and the Washington State Recovery Help Line assures all participants and caregivers have drug and other harmful substance abuse counseling and treatment resources available. • Revised 4, added italicized word: Document <i>all</i> referrals in the participant’s file on the Referral Program screen. Procedure • Revised B, added italicized words: Refer all participants and applicants, including those who aren’t eligible for WIC, to <i>social and health services by providing a local referral list</i> or the Help Me Grow WA Network phone number 1-800-322-2588 <i>or website</i> https://helpmegrowwa.org/ address. • Added to D, 1: Staff with access can use the Washington State Immunization Information System (WSIIS) in lieu of a hard copy immunization record. • Removed D, Notes: Removed details about screening for immunization status. Refer to the Immunization policy. • Added E: Ask parents and caretakers of children about lead testing at each initial	Staff are no longer required to refer to the Help Me Grow WA Network, they can provide a list of local resources instead.

Volume 1, Chapter 12 – Referrals and Coordination of Services
Table of Revisions

Policy/Page	Revision	Comments
	and subsequent certification and refer to the health care provider when the child has never received a blood lead test or the parent or caretaker doesn't know if the child's been tested. Information • Added: Lead testing	
Document Referrals p. 7	Procedure Revised Procedure A: • Added: Document referrals to social services, public assistance, and health related programs. • Removed: Document the Help Me Grow WA Network referral for all participants.	
Screen Immunization Records p. 8 - 11	Policy • Added 2nd bullet to #2: Staff can use the Washington State Immunization Information System (WSIIS) to screen a participant's immunization status if they have access. • Added Note to # 2: WIC staff don't automatically have access to WSIIS. The Local Agency can request access to WSIIS. The link above has information about how to request access. • Added, # 5: Share the immunization schedule with caregivers of infants and children up to age 2 who aren't up to date. Staff may provide the Parent Friendly Immunization Schedule to caregivers. • Added: The local agency has the option to screen all children for immunization status for ease and consistency. The local agency must assure staff use this option consistently for all families. A local agency policy isn't required. Information Removed (reworded and moved to policy): Some WIC staff find it easier to screen all children. This is a local agency option.	Staff must ask the parent guardian or caretaker to provide the immunization record at certifications and mid-certification health assessments. Staff can use Washington State Immunization Information System if they have access to assess immunization status in lieu of the hard copy immunization record. Provide the Parent Friendly Immunization Schedule (or a link to the schedule) to parent guardians and caretakers of infants and children who aren't up-to-date on immunizations.
Lead Testing p. 12	New Policy	

Volume 1, Chapter 12 – Referrals and Coordination of Services
Table of Revisions

Policy/Page	Revision	Comments
	Staff must screen children for lead testing at each initial and subsequent certification and refer to the health care provider when the child has never received a blood lead test, or the parent guardian or caretaker doesn't know if the child has been tested. Procedure Supports policy.	
Coordinate with Other Health and Social Services p. 14 - 15	Procedure • Added Note to A: WIC staff can't require participants to receive other services at the local agency. unless they have approval to restrict WIC participation based on specific residency or membership requirements. See Volume 1, Chapter 3 – Application and Processing Standards for more information.	
Appendix p. 17 - 18	Table of Common Resources • Changed name from Table of Common Resources for Women, Infants, and children • Added Help Me Grow WA information and website address • Removed WithinReach • Added link to the Parent Friendly Immunization Schedule	