

MEMORANDUM

INFORMATION MEMO #14-01

TO: District Health Directors
District Administrators
District Program Managers
District Nutrition Services Directors

FROM: Debra L. Keyes, MA, RD 
Director
Georgia WIC Program

DATE: October 11, 2013

RE: Procedures for Enrolling Furlough Employees

This memorandum is being written to offer some guidance to clinic staff when providing services to applicants affected by the furlough (federal government shutdown). The procedures for these applicants are listed below:

Procedures for Enrolling Furlough Employees

1. Schedule an appointment as usual.
2. Ask the applicant to bring in identification and proof of residency.
3. Ask the applicant to bring in household income information for all members.

Income Assessment for Furlough Employees

1. If a furloughed employee has the *only* income in the household, staff is allowed to enter income as zero (0). **The documentation for income source is OT. Furloughed Current.**
2. Certify the participant and any other household members eligible for WIC.
3. Issue one (1) month of food instruments to all eligible/certified household members.
4. Document in the **WIC Comments section**, "Income needs to be reassessed at next food instrument pickup." Districts may use another method of documentation. It must be maintained either in the computer or on the Certification form.
5. Any household that includes a furloughed employee should be issued one (1) month of food instruments at a time. Income eligibility will need to be reassessed at the next food instrument pick up because there is no set date for the furlough to end. (The furlough may last one week or one month, etc.).
6. Clinics may either schedule next month food instrument pick up or advise participant to return for additional food instruments within 30 days.



Income Assessment (Furloughed employee as well as other household income):

1. If there is another member in the household that is employed, that household member should provide proof of his/her income.
2. Enter *income* based on what is provided and *Income Documentation* as "*Furloughed (Current)*."
3. If the household's total income meets WIC Income Eligibility Guidelines, certify the applicant and any other household members eligible for WIC.
4. Document in the **WIC Comments**, "Income needs to be reassessed at next food instrument pickup." If your district is already using this section for something else, please find a method to maintain this documentation.
5. Any household that includes a furloughed employee should be issued one (1) month of food instruments at a time. Income eligibility will need to be reassessed at the next food instrument pick up as there is no set date for furlough to end (ex. furlough may last one week or one month, etc.).
6. Clinics may either schedule next month pick up or advise participant to return for additional food instruments within 30 days.

If you have any questions pertaining to this memorandum, please contact Sonia Jackson or Lynn Flen at (404) 657-2900.

c: Lynn A. Flen, Deputy Director, Office of Program Operations & Nutrition Services
WIC Deputy Directors
Sonia Jackson - Program Manager
WIC Managers