

**Emergency Plan****Policy No. OM-430.01**

Effective Date: March 24, 2020

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**Policy**

Local agency WIC staff must follow the emergency plans and procedures developed within their respective county public health departments. All emergency plans must align with the Georgia Department of Public Health Emergency Operations Plan.

Notify disaster-related evacuees of their eligibility or ineligibility within ten (10) days of the date of the first request for program benefits.

Contact the State Emergency Plan Coordinator when the following is needed:

- Extension of processing standards ([See Policy CT-830.04 Processing Standards Extension Request](#))
- Automated Data Processing (ADP) Pre-printed Vouchers if unable to print at the local agency (ADP contractor has the ability for overnight delivery)
- Defer blood testing for up to 90 days during a disaster with State Office approval.
- Other requests, guidance or assistance

WIC funds must only be used for continuation of WIC Services as no additional funds are designated by law for WIC disaster relief.

WIC must operate within its current program context and funding even in disaster circumstances.

**Purpose**

To maintain/restore WIC services to current participants, as soon as possible and to expand services to the eligible population during an emergency.

To allow flexibility in program requirements and administration in order to support planning and preparation for continuation of benefits to participants during times of natural or other disasters or public health emergencies.

**Procedures**

- I. At first sign of an emergency with potential to impact WIC services in the jurisdiction served by the local agency area:
  - A. Local Agency will:

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1. Provide Electronic Verification of Certification (EVOC) to every participant who is likely to relocate during a certification ([See Policy CT-850.01 Transfer of Certification](#)).
  2. Provide WIC participants transferring into a clinic with a valid Verification of Certification appropriate WIC benefits without reassessing for eligibility ([See Policy CT-850.01 Transfer of Certification](#)).
- B. Nutrition Services Director or Designee will:
1. Contact the State WIC Emergency Plan Coordinator to report operational status of district office and clinics.
  2. Make a request for disaster guidance and /or assistance to the State WIC Emergency Plan Coordinator if/when needed.
  3. Remain in contact with State WIC Emergency Plan Coordinator for specific emergency planning.
  4. Utilize websites and district social media accounts to notify the public of changes in clinic and/or retailer operations.
  5. Work with the State WIC Emergency Plan coordinator to determine which of the following procedures and adjustments are needed for:
    - a. Eligibility Procedures
      - i. Treat displaced individuals residing with another family as a separate economic unit. ([See Policy CT-800.08 Family, Household and Economic Unit](#))
      - ii. Use the Client Statement Form for disaster victims when documentation of income, residency, or identification is not available. Follow current Client Statement Form procedure. ([See Policy CT-800.02 Residency Requirements](#))([See Policy CT-800.03 Income Eligibility Requirement](#))
      - iii. Follow adjunctive eligibility procedures for Disaster Supplemental Nutrition Assistance Program (D-SNAP) benefits as for regular SNAP benefits. Utilize Thirty (30) day extension period. ([Policy CT-840.01 Certification Period](#)).
      - iv. Assign Risk code 801 (Homelessness) for disaster related evacuees. Conduct online (low risk) or phone (low or high risk) nutrition education contacts. ([See Policy NS-200.11 Phone Contact- Nutrition Education](#))
    - b. Food Packages

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- i. Promote that breastfeeding is the safest, healthiest choice for infants and young children during disasters. Fresh breastmilk should be used within four (4) hours when refrigeration is not possible.
  - ii. Follow [Policy NS-210.12 Medical Documentation](#) for issuance of non-contract or exempt infant formulas and WIC-eligible nutritionals, and for participants needing Food Package III.
  - iii. Refer medically fragile individuals in need of medical care to local medical providers to ensure the participant is linked to a health care system during a disaster.
  - iv. Tailor food packages to accommodate those who are homeless, lack food storage or preparation facilities, or where water supply is unsafe or inadequate [Policy NS-210.11 Food Packages for Homelessness, Migrancy and Disaster Situations](#)
  - v. Follow [Policy FD-920.01](#) to replace lost/stolen/destroyed vouchers due to an emergency.
- c. Voucher issuance
- i. Mail vouchers as appropriate. ([See Policy FD-940.01 Mailing/Delivery of WIC Vouchers](#)).
  - ii. Request assistance from State Emergency Plan Coordinator for ADP pre-printed vouchers and guidance on issuing, voiding, and tracking this type of voucher.
- d. Facilities and Equipment
- i. Complete the [Surplus/Destruction Form # AM01001C](#) and email to the State WIC Emergency Plan Coordinator if any equipment is destroyed, in need of repair, or transferred to an alternate location.
  - ii. Access or print a copy of your master file. If access to the master file is not possible due to power outage, contact the State WIC Emergency Plan Coordinator who will obtain a copy.

**Authority**

7 C.F.R. §§ 246.7 and 246.10

[Guide to Coordinating WIC Services during Disasters, U.S. Department of Agriculture, 2017](#)[Georgia DPH Emergency Operations](#)**Definitions/Supporting Information**

**ADP- Automated Data Processing** – The current ADP Contractor for GA WIC is DXC Technology

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**Master File** – An enrollment report generated by DXC that lists participant information for all active WIC participants. This report can be found on GWISnet in either alphabetic format, based upon the participant’s last name, or numeric format, based upon the participant’s WIC ID number and clinic number.

**State Emergency Plan Coordinator** – Designee of the State WIC Director who will coordinate with WIC Director, Deputies and Subject Matter Experts to identify the best course of action, and will provide the approved response as well as remain the Point of Contact at the State Office for the duration of the Emergency/Disaster.