

**Certification Periods****Policy No. CT- 840.01**

Effective Date: October 1, 2016

No. of Pages: 2

**Policy**

Certification periods are defined as the period of time during which a participant is eligible to receive program benefits. The duration of a certification period is based on the participant's category. The local agency (LA) must notify the participant either verbally or in writing of the length of their certification period and provide notification to each participant not less than 15 days before the expiration of each certification period (30 days for homeless) that their eligibility to receive program benefits is about to expire. The certification period always begins with the date of certification and ends on the termination date for the participant category (see [Certification Period Guidelines](#)).

**Purpose**

To define WIC certification periods based on participant category and require client notification prior to expiration of the participant's certification period.

**Procedures**

- I. Designate certification periods for eligible participants for the full allowable period.
- II. Shorten the certification period if a participant is later disqualified from the program (e.g., increased income) prior to expiration of the certification period.
- III. Ensure that participants are placed in the correct WIC type and receive recertification/renewal at the correct interval.
- IV. Revise the participant's priority ranking when the participant's category changes at mid-certification.

**Authority**

7 C.F.R. § 246.7(g) and (j)(8)

**Definitions/Supporting Information**

**Certification** - The use of criteria and procedures to assess and document each applicant's eligibility for the program.

**Certification Date** - Date that client was certified or recertified into the WIC Program and eligible to receive checks and nutrition education.