

Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2021

Policy No. IS-03

Revised: October 1, 2022

Functional Requirements Checklist

Authority

7CFR Part §246.4(a)(8);(9);(11);(12);(13);(14);(15) and (18) 22

Policy

1. The State Agency's Information System currently performs the following automated core functions:
 - 1.1. Calculates the date certification is due to expire.
 - 1.2. Calculates the applicant's household income and flags individuals whose income exceeds program standards.
 - 1.3. Converts incremental income (weekly, monthly) to an annual figure.
 - 1.4. Associates family members.
 - 1.5. Retains authorized representative and proxy(ies) named for household unit.
 - 1.6. Maintains statewide data to facilitate families transferring Local Agencies within the State.
 - 1.7. Transfers certification data to the central computer facility electronically in real time. Uses standard pre-defined default food packages.
 - 1.8. Performs edits to prevent over-issuance during food package creation.
 - 1.9. Enables benefits to be issued when the participant is present for pick-up, i.e. on demand.
 - 1.10. Enables food item issuance for all household members to eWIC account.
 - 1.11. Retains history of all benefits issued.
 - 1.12. Captures or documents the name of programs to which the participant was referred.
 - 1.13. Performs benefit reconciliation.
 - 1.14. Produces standard Dual Enrollment Report.
 - 1.15. Produces standard Rebate Billing Report.
 - 1.16. Produces Participant Characteristics Datasets.
 - 1.17. Captures basic transaction data by vendor.

- 1.18. Assigns a maximum value for each food category.
- 1.19. Has automated growth charts.
- 1.20. Has point of certification data entry, i.e., a personal computer at each “station” within the clinic.
- 1.21. Enables staff members to assign all pertinent nutrition risk codes
- 1.22. Auto-assigns nutrition risk codes based on data entry
 - 1.22.1. Anthropometric
 - 1.22.2. Hematological
 - 1.22.3. Health data
 - 1.22.4. Breastfeeding dyad
 - 1.22.5. Homelessness
 - 1.22.6. Migrancy
 - 1.22.7. Foster care
- 1.23. Allows narrative entry of pertinent information considered in nutrition assessment
- 1.24. Captures nutrition education topics discussed
- 1.25. Enables benefit tailoring at food item level
- 1.26. Records required data elements that are available for Vendor reports in the form of a data extract, upload, or report available to send to the Food Delivery Portal (FDP) that aligns with the active technical specification in place for the current Federal Fiscal Year (FFY).
- 1.27. Requires documentation of source used to verify:
 - 1.27.1. Income
 - 1.27.2. Residency
 - 1.27.3. Identification
- 1.28. Captures scanned images of essential documents
- 1.29. Documents education and materials provided to the Participant about the Bnft web and mobile applications and issued CVB and eFMNP benefits available to redeem at WIC Authorized Farmer sale sites.