

Serving Families with Two WIC Eligible Adults in the Household

A. PURPOSE OF PROCEDURE:

This procedure shall guide WIC staff when certifying WIC families composed of two WIC eligible parents/guardians.

B. SCOPE OF THE PROCEDURE:

This document provides guidance on managing LGBTQ couples within Iowa’s Mangement Information System (MIS) who may be simultaneously, or at different times, pregnant, breastfeeding, or postpartum.

This procedure does not address other non-traditional family types.

C. GENERAL PROCEDURE:

Same sex couples who live in the same household and share children should not be separated into two WIC households. Both eligible adults participating in WIC should be listed as a Parent/Guardian. They will share a single eWIC card and their benefits will be aggregated, along with those of their children.

Steps Certifying Same Sex Couples in Focus

Two parents who are/have been pregnant	
1	Add both parents as a Parent/Guardian in Focus. <ul style="list-style-type: none"> ● Non-birth parents who have never been WIC participants should be listed as an Additional Parent/Guardian (e.g., biological fathers, step parents). ● An existing Additional Parent/Guardian who is now categorically eligible for WIC should be changed to a Parent/Guardian. Additional P/Gs cannot be connected to their infant under the baby’s enrollment tab, so it’s important that birth mothers are assigned as P/G, instead of Additional P/G or Proxies. ● Focus does allow two Parent/Guardians to be listed. A Parent/Guardian should not be changed to an Additional Parent/Guardian once their certification has ended.
2	Complete the certification appointment for the appropriate participant(s).
3	Assign an eWIC card (if needed) and issue benefits. <ul style="list-style-type: none"> ● If both parents are currently active, their benefits will issue to the same card in aggregate.
Two women who have given birth	
1	Add both parents as a Parent/Guardian in Focus. <ul style="list-style-type: none"> ● Non-birth parents who have never been WIC participants should be listed as an Additional Parent/Guardian (e.g., fathers). ● An existing Additional Parent/Guardian who is now categorically eligible for WIC should be changed to a Parent/Guardian. Additional P/Gs cannot be connected to their infant under the baby’s enrollment tab, so it’s important that birth mothers are assigned as P/G, instead of Additional P/G or Proxies.

	<ul style="list-style-type: none"> Focus does allow two Parent/Guardians to be listed. A Parent/Guardian should not be changed to an Additional Parent/Guardian once their certification has ended.
2	Verify that the birth parent is listed under the <i>Mother</i> dropdown box in the infant's Enrollment panel.
3	On the birth parent's Pregnancy record, add the infant to the <i>Infant(s) Born from this Pregnancy</i> box.
4	Complete the certification appointment for the appropriate participant(s).
5	Assign an eWIC card (if needed) and issue benefits. <ul style="list-style-type: none"> If both parents are currently active, their benefits, as well as any benefits for their children, will issue to the same card in aggregate.
	<u>Example:</u> Parent A was a former participant who is now terminated. Parent B is now pregnant. The couple has a toddler who needs to be recertified (their birth mother is Parent A). Parent A will remain listed as P/G. Parent B will also be listed as P/G. Parent B will become a participant (press make participant on the Member/Proxy screen). Parent B and the toddler will both be certified. All family benefits will be issued to the same account.
Induced lactation in same sex couples (breastfeeding parent is not the birth parent)	
1	Add both parents as a Parent/Guardian in Focus.
2	Verify that the birth parent is listed under the <i>Mother</i> dropdown box in the infant's Enrollment panel.
3	On the breastfeeding parent's Pregnancy record, add the infant to the <i>Infant(s) Born from this Pregnancy</i> box. <ul style="list-style-type: none"> Actual Delivery Date: will auto populate Weight Gained This Pregnancy: enter 0 (this mother was not pregnant) # of Live Infants From This Pregnancy: enter 1
4	On the birth parent's Pregnancy record, do not add an infant to the <i>Infant(s) Born from this Pregnancy</i> box. <ul style="list-style-type: none"> Actual Delivery Date: enter baby's DOB Weight Gained This Pregnancy: enter reported weight gain # of Live Infants From This Pregnancy: enter 1
5	Complete the certification appointment for the appropriate participants. <ul style="list-style-type: none"> Breastfeeding parent will be certified for 1 year. Birth parent will be certified for 6 months.
6	Create food packages for the family <ul style="list-style-type: none"> Breastfeeding parent's food package will be based on infant's BF status (Parent will receive FP VII, BF Part In, or BF Part Out). Birth parent will receive a Post Partum food package.