

I. Forms

Form # (If applicable)	Form Name	When to use	Signature Required	Required to be given
CDPH 4130	California WIC Program Self Declaration Statement	When an individual does not have proof of income, address, or identification at initial certification and recertification only.	Yes	Yes
CDPH 4146	Consent to Release Personal Information	When an individual gives permission to personal information being released and/or when permission is given to WIC to contact health care providers.	Yes	Upon request
CDPH 4132	Know Your Rights and Responsibilities	When eligibility is determined at initial certification and recertification.	Yes	Upon request
CDPH 4148	Multi-User Breast Pump Loan Agreement	When issuing a breast pump (Coming Soon)	Yes	Yes
CDPH 4134	Notice of Action At Initial Certification and Recertification	When an applicant is determined ineligible at initial certification or recertification or after 30/60 day short certification when the required income, residency, ID, proof of pregnancy or infant presence is not provided.	Yes	Yes
CDPH 4304	Notice of Action During WIC Certification Period	When a participant no longer meets WIC Program requirements during a certification period. 15-day notice is required. <i>Not to be used at recertification.</i>	Yes	Yes
CDPH 4147	Notice of WIC Certification Expiration	When the certification period of a participant will end based on their category. Provide the notification at the last WIC contact prior to the certification end date.	No	Yes

**WIC WISE Forms
JOB AID**

WPPM 1000-140

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N/A	Initial Certification and Recertification Appointment Reminder	When scheduling an appointment for an initial certification or a recertification.	No	Upon request
N/A	Outbound Verification of Certification	When a participant is leaving California WIC and moving to another state.	No	Yes
N/A	WIC Food Balance	When a participant requests a list of their food benefits.	No	Upon request
N/A	WIC Health Assessment Data	When a participant requests their health data obtained by WIC.	No	Upon request
N/A	WIC Visit Verification	When a participant requests proof that they attended a WIC appointment.	No	Upon request

II. Documents that must be scanned to WIC WISE

Form Name	When is it required to scan	Required to be given
Custody/Foster Placement Papers	When the custody of an infant or children is in question.	N/A
Downtime forms: Notices of Action (NOA)/Self Declaration Statement (SDS)/Rights & Responsibilities (R&R)	When WIC WISE experiences a power outage or no network connectivity. Once power or network connectivity is restored, forms must be scanned.	Yes
Notices of Action (NOA) Self Declaration Statement (SDS) Rights & Responsibilities (R&R)	When there is no functioning signature pad or mouse pen. Signed documents must be scanned.	Yes (R&R Upon Request)
Inbound VOC	When a participant provides a VOC when transferring into California.	N/A
LA Breast Pump Agreement	When staff issues a LA-developed Breast Pump Agreement. Coming soon.	Yes
LA Consent Forms	When a form created by the LA is used instead of the CDPH/WIC template.	Upon Request
Rx from Doctor/HCP	When a participant provides a Rx for modified diet.	N/A
Therapeutic Formula Documents	When a participant provides the LA with documents regarding their Rx for therapeutic formula and/or WIC-eligible nutritionals.	N/A
WIC Medical Referral Form (Pediatric/PG/PP)	When a participant provides the LA with a form with information from the Health Care Provider other than anthropometric or bloodwork.	N/A