

Rights and Responsibilities Procedures

- I. The Rights and Responsibilities form (R&R) is a form that explains the basic rights of WIC participants, and describes the responsibilities that WIC participants must follow to receive program benefits.
 - a. Participant violations that can cause suspension or disqualification from the program are described in general.
 - b. The WIC Privacy policy is explained, as well as the purposes which confidential WIC information may be shared. (See the section entitled *Confidentiality* for more information on these programs.)
 - c. Proxy designation and proxy responsibilities are explained.
 - d. The USDA non-discrimination statement and complaint information is included.
- II. Rights and Responsibilities procedures.
 - a. This form must be read by the applicant (guardians and any proxies) at each certification. If the applicant is unable to read this form it must be read to them.
 - i. A laminated copy of the R&R is provided to clinics by the State for participant use.
 - ii. The R&R is available in both English and Spanish and 10 additional languages.
 - iii. Audio recordings of the R&R being read in 12 languages are available on SharePoint.
 - b. Applicants should be given sufficient time to read the R&R.
 - c. Verbal reminders on important points should be given.
 - i. it is required that clinic staff verbally remind participants that selling, giving away or even offering to sell WIC formula, food or eWIC cards is a violation of the Rights and Responsibilities. This is considered fraud.
 1. Participants will be expected to pay back the value of the benefits. If repayment is not made, the participant will face suspension or disqualification.

2. Any items a WIC participant offers for sale that are the same as items WIC has provided will be assumed to be WIC items. The burden of proof will be on the participant to demonstrate that they were not WIC items.
 - d. A signature must be captured on the electronic signature pad for the Rights and Responsibilities form at the time of certification for each participant.
 - e. The text of the R&R is included in the front of the Utah WIC Authorized Foods booklet for participant reference.
- III. Rights and Responsibilities update procedures. When changes to the R&R form are required or suggested, several steps are required.
 - a. State staff generally provides an opportunity for local staff to provide comments and input on the change.
 - b. If the State agrees to make the change it must be approved by USDA and becomes part of the State Plan.
 - c. Laminated copies of the new R&R will be distributed to all clinics by the State WIC Office. The R&R text in the authorized food booklet will be updated at the next printing.