Welcome Participant and Introductions

*Explain* to the participant what the appointment will look like and about how long it will take.

**Document eligibility proofs:** Identification, Residency, Income

Separation of duties is waived at this time

Let participant know you will ask a series of questions for the nutrition assessment

*Use Assessment Questions Staff Tool*

**Explain** to the participant what the appointment will look like and about how long it will take.

**Provide Rights and Responsibilities Form** verbally or digitally

**Confirm** participant understands and document

**Certify** the participant

**Prescribe and Issue Benefits**

**Discuss** the food benefits with the participant

- **Encourage** participant to use the WICShopper app
- **Offer** the Shopping List
- **Determine** how to provide the WIC Card (mail or use physical distancing)

**Schedule next appointment**

**Practice compassion and patience.**

Remember—we’re isolating ourselves to protect our communities and people we love. This is hard, but our friends and families are worth it!

See [Remote WIC Services policies](#) for more details

**Separation of duties is waived at this time**

**Ask for Anthro/Lab data (if available):** Height, Weight, Iron

**Document actual date taken**

Let participant know you will ask a series of questions for the nutrition assessment

*Use Assessment Questions Staff Tool*

**Complete the Nutrition Assessment**

Assess for health and nutrition concerns and resources the family may need

**Assign risks** and set nutrition goals based on nutrition assessment

**Let Participant know documents and signatures will be required after COVID-19**