

## WIC Appointment Policy

We are glad that you are a part of our WIC Program. In order to serve you promptly when you visit our clinic, we have established the following policy. Please take time to read it carefully. Thank you.

Bring in the following for Certification/Recertification Appointments:

- Child or infant being seen.
- Proof of identification for each person who has an appointment that day. This could be your yellow WIC ID folder, driver's license, birth certificate, crib card, **OR** shot record.
- Proof of income. If family members are on Medicaid bring their current Medicaid cards. If there is not Medicaid coverage you will need to bring current pay stubs, child support, unemployment check stubs, etc. If you are unable to bring in paper checks stubs, but you can pull up your GROSS (before taxes) pay on your smartphone, that is acceptable proof. Another option is to call your employer of Job and Family Services and ask them to fax proof of income to your office at 419-739-7818 BEFORE your appointment.

If you do not bring the above items, your appointment will be rescheduled for another day.

- Please fill out the forms given to you **before** your appointment and bring them with you. This will make your time spent in the clinic shorter. If you have lost any forms you can find them on our website or you can come in 15 minutes early for the appointment and fill them out at our office.
- It is very important that you arrive **ON TIME** for your appointment. If you are more than 15 minutes late, you **MAY** be rescheduled. Notify the WIC office if you cannot make your scheduled appointment.
- Please notify us of any change of address and/or phone number. These need to be current in order for us to send you appointment reminders.

Every effort is made to see you promptly at the time of your appointment. With your help, time spent in the clinic is kept to a minimum.

**USDA is an equal opportunity provider and employer.**