



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 to Certification/Recertification:

- Child or infant being seen.
- Proof of Identification for each person who has an appointment on that day. This could be the yellow WIC ID folder, driver's license, birth certificate, crib card or shot record.
- Proof of income. Examples are medical card (each individual's card), latest food stamp receipt, pay stubs, child support, unemployment check stubs, etc. If you are unable to bring in paper check stubs, but can pull up your GROSS (before taxes) pay on your smartphone, that is acceptable proof. Another option is to call your employer or JFS and fax proof of income to our office at 419-354-2169 BEFORE your appointment. Attention it to WIC.
- All pregnant women who apply for WIC need to bring proof of their pregnancy. This proof can be obtained by your doctor and needs to state your name and due date. This could also be faxed to our office before your appointment.

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

- Please fill out all forms given to you **before** your appointment and bring them with you. This will make your time spent in the clinic shorter. If you need help filling out the forms, contact our office. If you have lost your forms you can find them on our website at <http://woodcountyhealth.org> or you can come in 15 minutes early and fill them out in our office.
- It is very important that you arrive on time for your appointment. If you are more than 15 minutes late, you will be given the option of making a new appointment or waiting for an opening that day. Notify the WIC office if you cannot make your appointment.
- Please notify us of any change of address and/or phone number. These need to be current for us to send you appointment reminders.

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

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