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**#10-142**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** October 13, 2010

**SUBJECT:** Revised Family Certification Form (WIC-35)

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The WIC-35, *Family Certification Form*, was recently revised. When you receive your next order, it will be the newly revised form. The changes are in the *Gateway Verification section* on the *WIC Program Income Screening* side and include the addition of a check box for “Case #” and the removal of the shading for this section (when using proof of Gateway, this section is not optional).

When an applicant provides proof of participation in a Gateway Program, staff will check the box for “Case #” and document the number. *WIC Policy CS: 08.0, Adjunctive Income Eligibility* is in the process of being revised to eliminate copying the proof of Gateway. Until then, staff must continue to make copies of the proof of Gateway. Documenting the case number will not be required until the policy goes into effect; however, we strongly encourage staff to begin following this procedure as soon as the revised form is used at the clinic. Staff can continue to use the current version (revision date 6/08) until the revised policy goes into effect.

For local agencies that order Vietnamese forms, a supply of the Vietnamese WIC-35 will be sent to your agency during the next three weeks.

If you have any questions or require additional information, please contact your IRM liaison at 1-877-341-4491 option 6, followed by option 4.