Policy

When determining program eligibility, each applicant or participant shall be weighed and measured as part of his or her nutritional assessment according to the procedures listed below.

Procedure

**Weighing Infants and Small Children**

Step 1: Cover the scale with liner or table paper. Change the paper for each participant.

Step 2: Balance the infant scale to the zero position. (Adjust the scale if out of balance).

Step 3: Have the caregiver undress the participant down to light clothing (e.g. onesie or T-shirt and a clean dry diaper) and gently place on the infant scale.

Step 4: Starting with the weights at zero, slowly move the main beam weight to the right until the balance indicator begins to tip down, then move it back to the left until the main beam weight rests in one of the grooves. Then move the ounce weight until the balance arm is centered.

Step 5: Read the measurement to the nearest ounce.

Step 6: Record the measurement on the appropriate growth chart and medical–dietary questionnaire.

**Weighing Children (>2 yrs), Prenatal and Postpartum Women**

Step 1: Ask the participant to remove shoes and heavy outer clothing, such as coats, jackets, or bulky sweaters.

Step 2: Balance the adult scale to the zero position. (Adjust the scale if out of balance.)

Step 3: Have the participant step onto the center of the scale platform with feet slightly apart for better balance.

Step 4: Starting with the weight at zero, slowly move the pound weight to the right until the arm is centered. For older children and adults, move the 50-pound weight until it fits into the proper groove, and then move the pound weight.

Step 5: Read the measurement to the nearest ¼ pound.

Step 6: Record the measurement on the appropriate growth chart and/or medical–dietary questionnaire.
**Measuring Pediatric Recumbent Length**

*Note recumbent length is used on infants/children <2 years of age and children >2 years of age that cannot stand unassisted. If a child at 24 months is able to stand on their own the 2-5 year Growth Chart should be used.*

**Step 1:** Cover the board with a scale liner or table paper. Change the paper for each participant.

**Step 2:** For infants and children < 2 yrs, have the caregiver undress the participant to light clothing and a clean, dry diaper.

For children >2 yrs, have the caregiver remove shoes and heavy outer clothing such as coats, jackets, or bulky sweaters. Also, remove hats, hair barrettes, or anything in the crown of the hair that would prevent an accurate measurement.

**Step 3:** Place the infant or child on his/her back on the recumbent board. Have the caregiver hold the participant’s head so that the crown touches the headboard and he/she is looking straight up.

**Step 4:** Hold the child’s legs together just above the knees and gently push both legs down against the recumbent board with one hand, fully extending the participant.

**Step 5:** Using your other hand, slide the footboard against the participant’s feet until the heels of both feet touch the footboard (toes pointing upward).

**Step 6:** Read the measurement to the nearest 1/8-inch.

**Step 7:** Record the measurement on the appropriate growth chart and medical-dietary questionnaire.

**Measuring Standing Height**

**Step 1:** Have the caregiver or participant remove shoes and heavy outer clothing such as coats, jackets, or bulky sweaters. Also, have the participant remove hats, hair barrettes, or anything in the crown of the hair that would prevent an accurate measurement.

**Step 2:** Have the participant stand with his/her back against the wall on a flat floor directly in front of the measuring board. The participant should stand straight, heels back and buttocks touching the wall, feet together and eyes looking straight ahead.

**Step 3:** Bring the headboard down until it firmly touches the crown of the head.

**Step 4:** Read the measurement to the nearest 1/8-inch.

**Step 5:** Record the measurement on the growth chart and/or medical-dietary questionnaire.
Measuring Head Circumference for Infants

Step 1: Infant may be measured lying down or in the arms or lap of the caregiver.

Step 2: Position the measuring tape just above the eyebrows, above the ears and around the biggest part of the back of the head. The goal is to locate the maximum circumference of the head.

Step 3: Pull the tape snug. Read the measurement to the nearest 1/8-inch.

Step 4: Record measurement on appropriate growth chart and medical-dietary questionnaire.

Calculating Height and Length Measurements

Height and Length Measurements
- Round to nearest 1/8 inch and record on the client questionnaire and/or growth chart.
- Convert fraction to decimals for manual BMI calculation for children ≥ 2 years.

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<td>.875</td>
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<tr>
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Weight Measurements
- Round to nearest quarter pound and record on the client questionnaire and/or growth chart.
- Convert ounces to decimals for manual BMI calculation for children ≥2 years.

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Weight Fraction Conversion: WIC Program Application
- 0-to-2 ounce = 0/4 pound
- 3-to-6 ounces = 1/4 pound
- 7-to-9 ounces = 2/4 pound
- 10-to-13 ounces = 3/4 pound
- 14-to-16 ounces = 4/4 (record next highest pound)