

Steve Sisolak  
Governor



Richard Whitley, MS  
Director

**DEPARTMENT OF  
HEALTH AND HUMAN SERVICES**  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
*Helping people. It's who we are and what we do.*



Lisa Sherych  
Administrator

Ihsan Azzam,  
Ph.D., M.D.  
Chief Medical Officer

---

## MEMORANDUM

**Memorandum ID:** #22-02 Version 2

**DATE:** April 18, 2022

**TO:** Nevada WIC Program Local Agencies

**FROM:** Nevada WIC Program State Office

**RE:** Documentation Required for Scan and Upload to NV WISH

*This guidance supersedes all previous guidance issued by the Nevada WIC Program related to the required documentation that shall be scanned and uploaded to participant records in NV WISH.*

This interim guidance is being issued to provide clarification regarding the required documentation that must be scanned and uploaded to participant records in NV WISH per FNS guidance. Effective immediately, WIC staff shall ensure that the following documentation is uploaded to participant records in NV WISH, when appropriate.

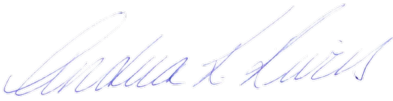
- Out-of-State Transfer VOCs
- Nevada WIC-issued VOCs\*
- Notice of Ineligibility\*
- Notice of Termination\*
- Notice of Waiting List\*
- Release of Information\*
- Official Records of Foster Child Placement
- Official Court-Issued Documents including, but not limited to records of adoptions, records of child placement, records of custody, etc.
- Medical Documentation Forms for formula requests
- Records from other agencies and medical providers pertaining specifically to the participant's nutrition i.e., if provided by the participant, notes from Nutritionists or Registered Dietitians from NEIS that can be beneficial to WIC care
- Breast Pump Loan Agreement Form, as applicable

The asterisk (\*) denotes documents that staff shall print from NV WISH in order to provide them to the participant. A copy of the documentation shall be uploaded to their NV WISH record. The documentation is required to be uploaded to participant records in NV WISH immediately upon issuance.

Documents with sensitive information or information outside of WIC's scope, such as immunization records, proof of identification, proof of residency, or proof of income shall not be uploaded to participant records in NV WISH. In order to ensure that identifying information is not retained within NV WISH records, staff shall delete the scanned and uploaded documents as they are made aware of them.

WIC staff shall sign the Receipt of Memorandum Log (attached) upon receipt of this Memorandum to communicate understanding of and to agree to comply with the guidance in this Memorandum. Please have the Receipt of Memorandum Log returned to the State Office by May 31, 2022. If any staff signatures are missing from the Receipt of Memorandum Log, justification must be provided to the State Office in the submission email.

Please contact Blanca Ayala at [blancaayala@health.nv.gov](mailto:blancaayala@health.nv.gov) or Caitlin O'Leary at [c.oleary@health.nv.gov](mailto:c.oleary@health.nv.gov) with any questions regarding the Memorandum.



Andrea Rivers  
WIC Program Manager

This institution is an equal opportunity provider.

