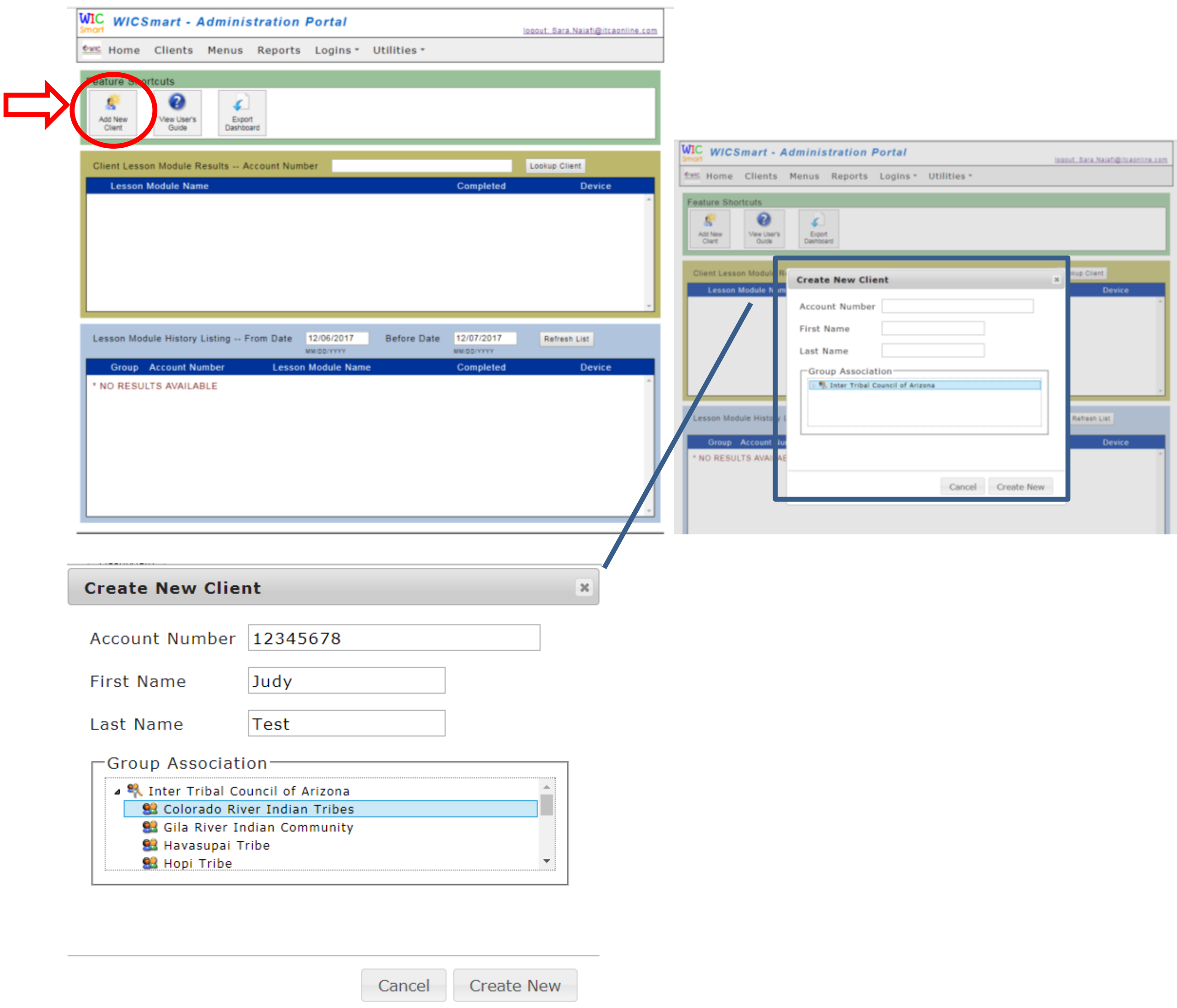
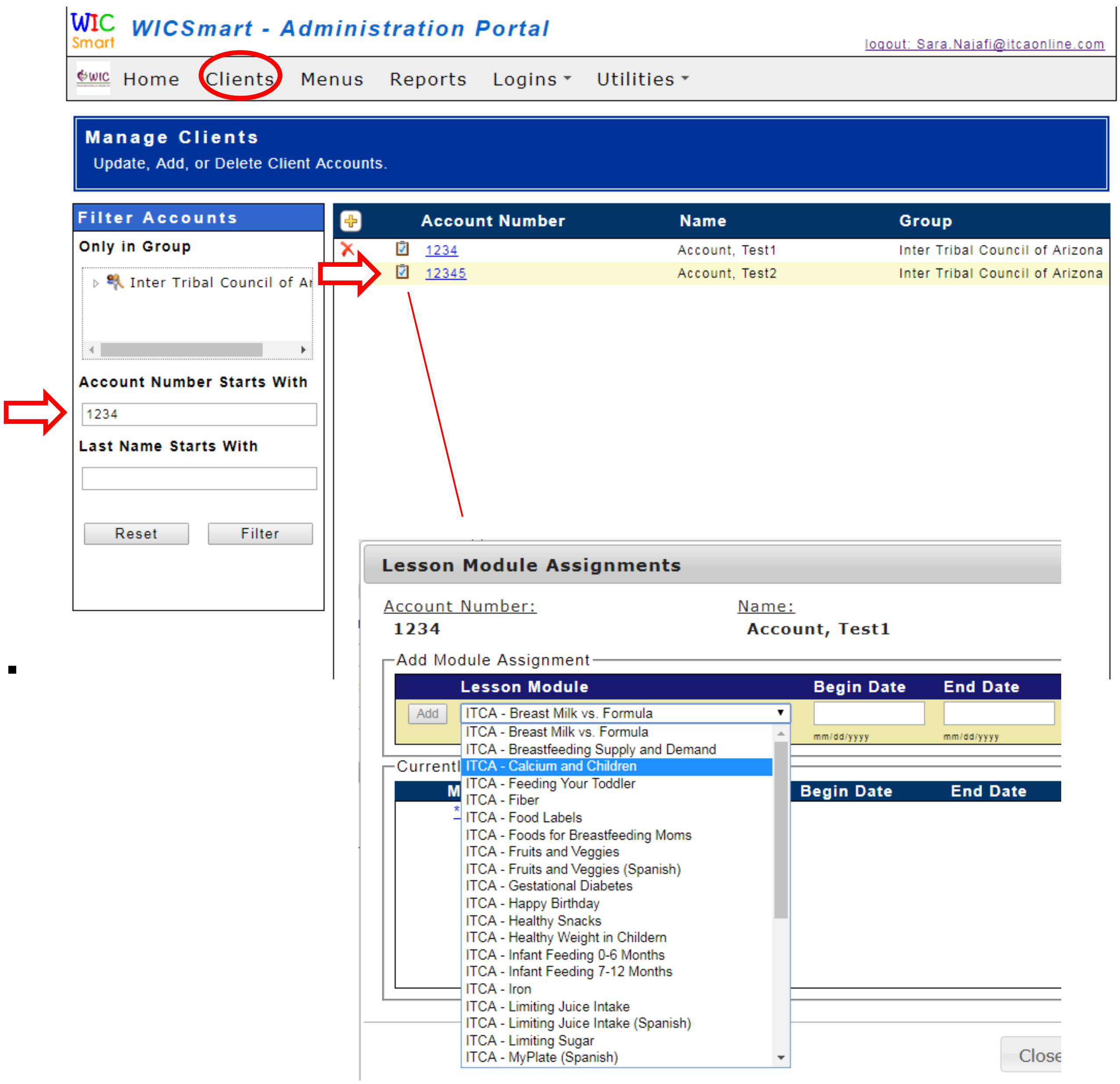
WIC Smart

1. Add the family to the database:
   - Go to www.wicsmart.com
   - Click “Agency Login”
   - Click “Login to WICSMART”
   - Enter your work email address and password
     For WMAT and Hopi these are still your gmail and yahoo emails unless you were hired after 2017
   - Everyone’s default password is 1234 until you change it
   - Click “Add New Client”
   - Enter their eWIC ID number as their account number
   - Enter the caregiver’s first and last name
   - Click the arrow to the left of Inter Tribal Council of Arizona to open the list of local agencies and select your local agency



2. Assign an appropriate module
   - Click on the “Clients” tab
   - Search for your client using their last name or eWIC ID
   - Click on the Check Mark next to their eWIC ID to assign a module
     - Pick the module from the drop down menu
     - Select the range of dates you want to allow them to complete the module (the week of their appt)
     - Click “Add”
     - If you need to add another module, you can do so
     - If you click on the module name, you can modify the dates



3. Reminders:

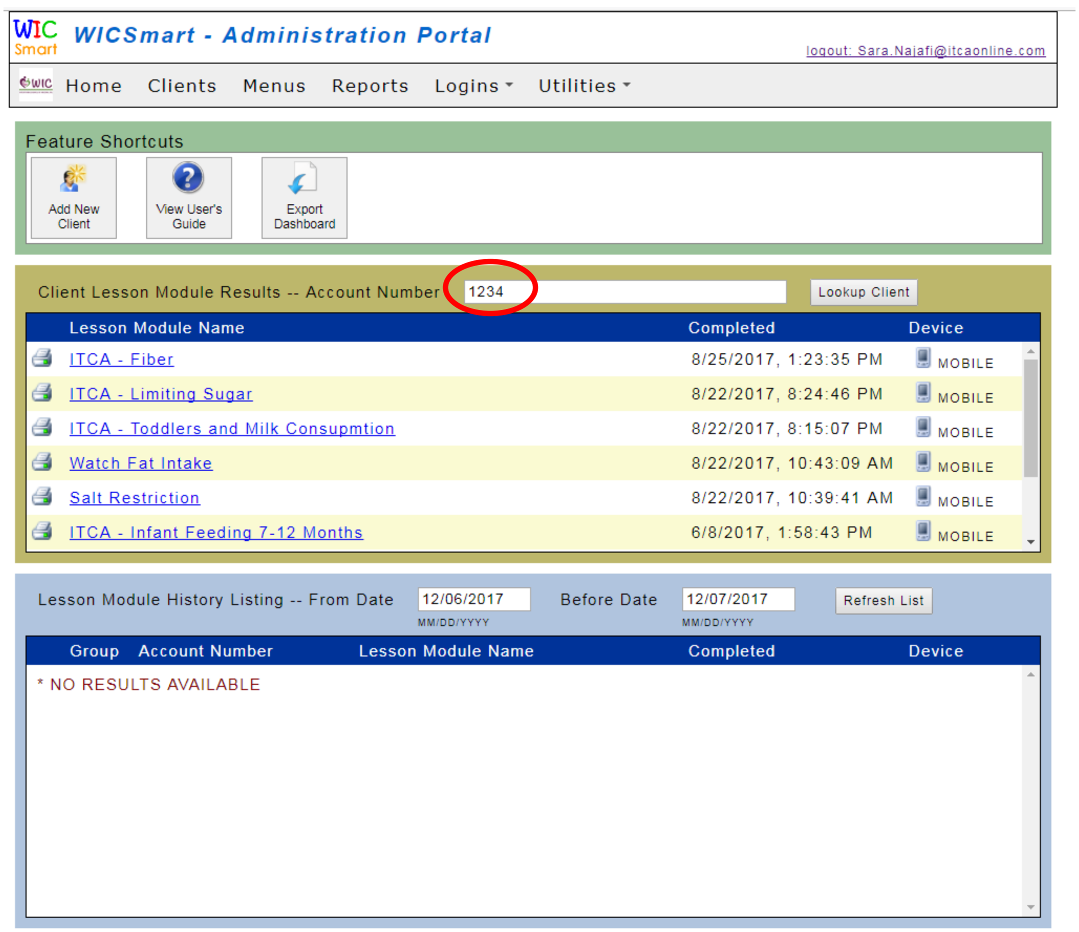
- Make an appointment in the appointment book
- Assign the food package for the next six months or for as long as allowed/appropriate
- Provide them with reminder card or appointment reminder and write their eWIC ID number on it
- Explain to the client that they will need to complete the module the day the auto-dialer calls to remind them of their WIC appt.

    *Remember, we still need to do quarterly nut ed

4. To Verify Completion of WIC Smart Modules:

   The morning of the appointment or the evening before:

- Check your calendar for all scheduled WIC Smart appointments
- Check the portal to see if those clients have completed their assigned module
    - Search in the top box using their eWIC ID
    - Check to make sure they completed the module during the appropriate date/quarter



5. If the client has completed the WIC Smart module:

- Call those clients to issue benefits, and determine how they would like to receive their benefit list (mail, email, text, web portal or Shopper App), and schedule their next appt.
- Document the Nut Ed in STARS as WIC Smart along with the appropriate Nutrition topic (see reference list)

- If the client has not completed the WIC Smart module:

  -Call to remind your client to come in at the time of their appt. to conduct a nutrition ed. appointment