

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual Notice of Revision



Date: 6/30/2014

Notice Number: 2014-06

Volume 1

Volume 2

Volume 3

Chapter: **1 – WIC Contract**

Section: **See Table of Revisions**

Policy/Recommendation/Description/Procedure:

Type of Action/Change: Supersedes New Delete

If you have questions about this revision or wish additional copies, call or write:

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State WIC Nutrition Program
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Call: 1-800-841-1410**

Explanation of Revisions:

- We updated policies related to WIC Contracts.
- We are reorganizing our Volume 2 WIC Manual policy chapters. We are creating more chapters for our administrative guidance policies to make it easier for you to access policies. See the Volume 2 – WIC Manual Crosswalk for more information about the changes and restructuring of Volume 2.
- We are posting Volume 2 chapters to the website, but not printing and sending them to clinics.
- The table of revisions on the next page lists high level changes to the chapter. Please review the new chapter for the specific changes to each policy.

Remove: Volume 2, Chapter 2 – Contracting dated 1/97 from the manual.

Insert: N/A. We aren't printing Volume 2 chapters.

Attachments:



Memo



Manual Revision



Other

Volume 2, Chapter 1 – WIC Contract

Table of Revisions

Policy/Page	Revision	Comments
Throughout chapter	We revised and reworded the chapter to meet Department of Health “Plain Talk” guidelines.	Plain Talk guidelines help make materials more clear and easier to read.
“Contract with the Department of Health” p. 1	<p>Policy: Changed the policy from the previous “WIC Contracts.”</p> <p>All local agencies must contract with the Department of Health (DOH) to have a WIC Program or provide WIC Nutrition Program services.</p> <p>Information: Provides information about the WIC contract with DOH. Includes funding source, contract cycles, federal and state regulation citations, etc.</p>	
“Summary of WIC Local Agency Contract Requirements” p. 2 - 4	<p>Policy: Added: Local agencies are responsible for complying with all applicable Federal and State regulations as detailed in the local agency contract.</p> <p>Added: Contract Deliverables and Requirements. Includes information about:</p> <ul style="list-style-type: none"> • Caseload management requirements • Annual Nutrition Education Plan • Expenditure report • Breastfeeding Promotion <p>Added: Other Requirements: Includes information about:</p> <ul style="list-style-type: none"> • Site changes • Purchasing • Directory Information • Monitoring visits • Computer equipment loaned by DOH • Audits • Civil Rights Assurance • Staffing • Billing requirements 	

Policy/Page	Revision	Comments
“WIC Allowable Costs”	Removed Policy:	This policy was moved to Volume 2, Chapter 4 – Allowable Costs.
“Use A-19 Invoices to Bill for WIC Services” p. 5	<p>Policy: Name changed from “Billing Instructions.” Local WIC agencies must submit monthly billings to the state WIC office for reimbursement on allowable WIC program costs.</p> <p>Procedure: Updated to current procedures. Key changes and additions include:</p> <ul style="list-style-type: none"> • Submit billings for actual costs and keep all related back-up documents for six (6) years. • Submit billings for actual work completed during the current budget period. Agencies can’t bill for previous or future time periods. • Liquidate and invoice all obligations by November 15th following the end of the budget period. • Maintain complete, accurate and current accounting of all local, state and federal program funds received and spent. 	
“No Smoking Policy” p. 6	<p>New Policy: This policy was moved from the Additional Program Requirements chapter to this chapter. Staff must assure “No Smoking” messages are posted where they are clearly seen in areas where clients get WIC services. No smoking rules apply to everyone and must be posted.</p> <ul style="list-style-type: none"> • At all permanent and satellite sites, whether full time or part time • During the times when the WIC program provides services. <p>Procedure: Supports policy.</p>	<p>Volume 2, Chapter 6 – Additional Program Requirements had 3 policies. They have all have moved to new locations in the manual.</p> <ul style="list-style-type: none"> • Record retention requirements is now in Volume 2, Chapter 7 – Record Retention. • The No Smoking policy is in this chapter. • Voter Registration is in Volume 1, Chapter 13 – Basic Contact. <p>Volume 2, Chapter 6 is now the Monitoring and Audits chapter.</p>
“Single Audit Requirements”	Removed policy.	Moved this policy to Volume 2, Chapter 6 – Monitoring and Audits.

<p>“Local Agency Caseload Management Requirements”</p>	<p>Removed policy.</p>	<p>We are revising this policy and moving it to Volume 2, Chapter 8 – Caseload Management. The Caseload Management chapter will be available soon.</p>
<p>“Reduction of Caseload”</p>	<p>Removed policy.</p>	<p>We are revising this policy and moving it to Volume 2, Chapter 8 – Caseload Management. The Caseload Management chapter will be available soon.</p>



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