

# WASHINGTON STATE WIC

## POLICY AND PROCEDURE MANUAL



### VOLUME 2, CHAPTER 1

#### WIC Contract

**WIC does not discriminate**

The U.S. Department of Agriculture WIC program prohibits discrimination against its customers on the bases of race, color, national origin, age, disability, and sex. See full USDA non-discrimination statement at:

[http://www.usda.gov/wps/portal/usda/usdahome?navtype=FT&navid=NON\\_DISCRIMINATION](http://www.usda.gov/wps/portal/usda/usdahome?navtype=FT&navid=NON_DISCRIMINATION)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**TABLE OF CONTENTS**

**Section 1: The WIC Contract ..... 1**  
    Contract with the Department of Health ..... 1

**Section 2: Contract Requirements ..... 2**  
    Summary of WIC Local Agency Contract Requirements..... 2  
    Use A-19 Invoices to Bill for WIC Services..... 5  
    No Smoking Policy ..... 6



**POLICY: Contract with the Department of Health**

All local agencies must contract with the Department of Health (DOH) to have a WIC Program or provide WIC Nutrition Program services.

**Information:**

This table provides information about the WIC contract with DOH.

<b>Contract provider:</b>	Washington State Department of Health (DOH)
<b>Funding source:</b>	United States Department of Agriculture (USDA)
<b>CFDA number:</b>	<ul style="list-style-type: none"> <li>Assigned by the Catalog of Federal Domestic Assistance (CFDA) WIC is 10.557. This number also applies to:            Farmers Market Nutrition Program            Breastfeeding Peer Counseling Program</li> <li>The CFDA number is typically required in financial statements, relevant program documents, and the contract.</li> </ul>
<b>Contract cycles:</b>	Based on the calendar year, every 2 or 3 years.
<b>Funding cycle:</b>	Federal fiscal year (October 1-September 30).
<b>Contracting process:</b>	<ul style="list-style-type: none"> <li>Consolidated contract process for local health jurisdictions.</li> <li>Non-consolidated contract process for all other contractors.</li> </ul>
<b>Federal and State Regulations:</b>	<ul style="list-style-type: none"> <li>WIC Program Federal Regulations, Title 7, Code of Federal Regulation, Part 246.</li> <li>USDA Food and Nutrition Services (FNS) guidelines and instructions.</li> <li>Washington WIC Program policy and procedure manual.</li> </ul>
<b>Contract amendment:</b>	<p><u>Initiated by state WIC office</u></p> <ul style="list-style-type: none"> <li>Increase or decrease the funding formula</li> <li>Increase or decrease the Authorized Participating Caseload</li> <li>Change in contract terms and conditions.</li> </ul> <p><u>Initiated by local WIC agency</u></p> <ul style="list-style-type: none"> <li>Legal name change – Submit the request in writing.</li> <li>Requests for additional funds for a large purchase or project.</li> </ul> <p>The State WIC Program will notify the local agency, in writing, of a pending amendment and will assure the appropriate documents and instructions are sent from the DOH Contracts Management Office.</p>
<b>Contract execution:</b>	A new contract or amendment isn't effective until signed by both the State and the local agency.

**POLICY:        Summary of WIC Local Agency Contract Requirements**

The contractor must provide WIC services for eligible participants in accordance with WIC Federal Register USDA FNS 7 CFR Part 246, Washington WIC Manual and other directives issued during the term of the contract.

Local agencies are responsible for complying with all applicable Federal and State regulations as detailed in the local agency contract.

**Contract Deliverables and Requirements**

- A.    Caseload Management
  - Serve 100% of the Authorized Participating Caseload (APC) per month.
  - The State WIC Program may adjust the Contractor’s authorized caseload and funding to maintain 100% of the APC.
  
- B.    Annual Nutrition Education Plan (NEP)
  - Submit the annual Nutrition Education Plan for each year of the contract.
  - See Volume 2, Chapter 12 – Nutrition Education Plan.
  
- C.    Expenditure report
  - Submit an annual Nutrition Expenditure Report as a contract deliverable.
  - Refer to Volume 2, Chapter 3 – Expenditure Report.
  
- D.    Transmit electronically all client and check issuance data via the Client Information Management System (CIMS).
  
- E.    Tell clients about other health services in the agency. If needed, develop written agreements with other health care agencies and refer clients to these services.
  
- F.    Provide nutrition education services to clients and caregivers in accordance with federal and state requirements.
  
- G.    Issue WIC checks while assuring adequate check security and reconciliation.
  
- H.    Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).
  
- I.    Breastfeeding Promotion
  - Provide breastfeeding promotion and support activities in accordance with federal and state requirements.

- Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects:
  - Change worksite policies of employers who likely employ low income women
  - Provide breastfeeding education to health care providers who serve low income pregnant and breastfeeding women
  - Work with birthing hospitals to improve maternity care practices that affect WIC client breastfeeding rates
  - Provide clients access to lactation consultants
  - Other projects will need pre-approval from the State WIC Office.
- Refer to the WIC Manual Volume 2, Chapter 12 – Nutrition Education Plan.

**Other Requirements**

**A.     Site Changes**

- Request prior written pre-approval from the State WIC office when opening, closing or moving a WIC site. Contact the Local Program Consultant (LPC) assigned to the agency.

**B.     Purchasing**

- Request prior written pre-approval for purchases according to the table found in the Purchasing section of this chapter.

**C.     Directory Information**

- Report any changes to the State WIC Office in the local agency directory such as clinic address, staff names, phone and contact information.

**D.     Monitoring visits**

- Maintain and make available current records and documents regarding program operations, eligibility and financial management for on-site program and fiscal monitors that occur every two years.

**E.     Computer equipment loaned by the state DOH**

- In order to perform WIC program activities, the Department requires computers and printers to be in local WIC clinics or to be transported to mobile clinics. The Department owns this equipment (“Loaned Equipment”) and loans it to the local agency. The Department supports the loaned equipment. Local agency staff may only use this equipment for WIC business and according to WIC Policy and Procedures.

- The Department keeps an inventory of loaned equipment. Each time loaned equipment is changed, the parties shall complete the Equipment Transfer Form and the Department updates the inventory. The Department provides a copy of the Transfer Form to the local agency; staff may request copies of the updated inventory list at any time.
- The Department recommends local agencies carry insurance against possible loss or theft. See Volume 1, Chapter 10 – Equipment, Security and Disaster Recovery Plan for more information about lost or stolen WIC equipment.
- Refer to the WIC Manual Volume 2, Chapter 5 – Purchasing and Inventory.
- Refer to the WIC Manual Volume 2, Chapter 10 –Equipment, Security and Disaster Recovery Plan.

F. Audits

- Provide, as necessary, a single audit in accordance with the instructions given in OMB Circular A-133 and A-87 as a sub-recipient of federal funds.

G. Civil Rights Assurance

- The local agency will perform all services and duties necessary to comply with federal law in accordance with the Civil Rights Assurance in the WIC contract:
- See the WIC Manual Volume 1, Chapter 25 – Legal Considerations and Confidentiality.

H. Staffing

- Provide adequate staffing to serve the caseload.
- Use qualified staff as a Competent Professional Authority (CPA) to determine client eligibility for the WIC Nutrition Program.
- Use a Registered Dietitian (RD) or other qualified nutritionist to assure the quality of nutrition education provided to clients. Use an RD or nutritionist to complete the nutrition high risk care plans for high risk clients.
- Refer to the WIC Manual Volume 2, Chapter 11 – Staffing and Training.

I. Billing requirements

- Submit billings on an A19-1A form. The Department codes and provides the form prior to each federal fiscal budget period.
- See “Using A-19 Invoices to Bill for WIC Services” in this chapter.

J. The local agency may be subject to a corrective action plan, a monetary fine, repayment of funds or withholding of contract payment as a result of not following contract and program requirements.



**POLICY:      Use A-19 Invoices to Bill for WIC Services**

Local WIC agencies must submit monthly billings to the state WIC office for reimbursement on allowable WIC program costs.

**PROCEDURE:**

Agency staff:

- A.      Submit billings to the state WIC office on an A-19 invoice form each month.
1.      Use the version of the A-19 located in the WIC Budget Workbook for the current year.
  2.      Send the form to:  
  
          Washington State Department of Health  
          WIC Nutrition Program  
          PO Box 47886  
          Olympia, WA 98599
- B.      Submit billings for actual costs and keep all related back-up documents for six (6) years.
1.      Provide documents showing expenditure details when requested by DOH.
- Note:** The state WIC program only reimburses for WIC approved expenditures. Refer to Volume 2, Chapter 4 – Allowable Costs.
- C.      Submit billings for actual work completed during the current budget period. Agencies can't bill for previous or future time periods.
- D.      Liquidate and invoice all obligations by November 15<sup>th</sup> following the end of the budget period.
- E.      Maintain complete, accurate and current accounting of all local, state and federal program funds received and spent.
1.      The State office has the right to deny, disallow, claim, cut, withhold or recover payments or charges for non-compliance.
    - May have payments denied or withheld.
    - May be required to return dollars that were over paid.

**POLICY:     No Smoking Policy**

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:

1.     At all permanent and satellite WIC sites, whether full time or part time, and
2.     During the times when the WIC program provides services.

**PROCEDURE:**

Staff:

- A.     Determine the most appropriate places to display “No Smoking” signs where staff, clients and others can see them, including waiting areas and clinic areas.

**Note:** Staff must attach temporary signs to desks, walls or doors in clear view of clients when using a rented or “loaned” space.

- B.     Can use their own “no smoking” messages or signs ordered from the Department of Health at  
<https://prtonline.myprintdesk.net/DSF/storefront.aspx?6xni2of2cF1OAY5jHVv1UrUsqozrCjF3xgL/DdBBf+Sre9e470j4aMR+LcLIWmKS>
- C.     Aren’t required to post “no smoking” messages if they are already posted in the entire facility where WIC is provided.

**Information:**

As required by USDA, only agencies with announced “No Smoking” policies may receive WIC and Farmers Market Nutrition Program (FMNP) funding. At a minimum, agencies meet this requirement when they clearly display “No Smoking” signs in WIC clinics and satellite sites.