

Division of Community Nutrition

Subject: Caseload Assignment and Funding Allocation

Policy: ADM 01.0-C

Reference: N / A

Effective: August 12, 2013

Supersedes: June 7, 2007

I. Policy:

The State WIC Office (SWO) shall utilize a funding formula to allocate funds and assign target participation levels for local agencies. The funding and participation levels shall be established for each federal fiscal year and included in the Office of Family Health Services annual Memorandum of Agreement (MOA), in accordance with [ADM 04.0.1-C](#), with local agencies. Participation levels from the previous federal fiscal year shall provide the basis for the allocation methodology. The SWO reserves the right to adjust initial funding and caseload levels in accordance with provisions in the formula and based upon the availability of funds.

II. Procedure(s):

- A. The SWO shall monitor actual local agency participation levels on a regular basis, including a comparison to assigned caseload targets.