

## Division of Community Nutrition

<i>Subject: Allowable WIC Expenditures and Allocations</i>		<i>Policy: ADM 03.5 - C</i>
<i>Reference: N / A</i>	<i>Effective: August 12, 2013</i>	<i>Supersedes: August 1, 2009</i>

### I. Policy:

WIC funds shall be used by the local agencies in support of WIC general administration, WIC client services, WIC nutrition education and WIC breastfeeding as stipulated in the federal fiscal year's [Memorandum of Agreement](#) (MOA) or approved in writing by the State WIC Office (SWO). The following procedure(s) outline allowable costs under the MOA.

### II. Procedure(s):

A. Administration - The cost of program monitoring/general oversight and food benefit accountability, including:

- 1) Salary and related costs specifically related to above activities
- 2) The cost of WIC fair hearings
- 3) The local agency cost of monitoring and reviewing WIC Program operations
- 4) The cost of travel and training, where associated with continuing education, is allowable where the primary purpose is the dissemination of technical information that will be directly related and applied to a WIC employee's work profile (EWP) role and or responsibility
- 5) The cost of membership for a local agency in the National WIC Association and travel associated with National WIC Association committee membership
- 6) The cost of pre-employment screening for drug and other substance abuse
- 7) The cost of preparing and maintaining fiscal and program management reports
- 8) The cost of maintaining administrative records and WIC staff personnel records

B. Client Services – The cost of all direct and indirect costs expended for program certification, food benefit issuance, delivering food and other client services and benefits including staff salaries and benefits required in the certification process, salaries and benefits of staff who issue food benefits and explain their use. The following are examples of allowable uses of client services:

- 1) Cost for determining categorical, residential and income eligibility for services
- 2) Costs for conducting diet and health assessments and determine nutritional risk required food prescription process
- 3) Costs for issuing food benefits and explaining their use
- 4) Costs for referring participants to other health care and social services
- 5) Costs for coordinating services with other programs
- 6) Laboratory fees for no more than two hematological tests for anemia per participant per certification period if within WIC guidelines

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- 7) Expendable medical supplies necessary for WIC certification
- 8) Medical equipment used for assessing hematological status and taking anthropometric measurements for WIC certification
- 9) The cost of outreach services to persons potentially eligible for WIC
- 10) The cost of interpreters for WIC certification services
- 11) The cost of postage on postcards/letters for follow-up with delinquent participant(s) who(m) can not be contacted via telephone and or facsimile
- 12) The cost of facilities and associated utilities used for WIC purposes with the goal of increasing WIC participation

C. Nutrition Education - The cost of nutrition education including counseling at the time of certification and secondary contacts concurrent with food benefit issuance, including:

- 1) Salary and related costs for WIC nutrition education services
- 2) Educational reading and viewing materials such as handouts, flip charts, videos, food models or other teaching aids directly related to WIC nutrition education and promotion of healthy eating and given to WIC participants
- 3) Equipment used in the provision of nutrition education to WIC participants including but not limited to:
  - a. Video Cassette Recorders (VCR)
  - b. Projectors, etc
  - c. Digital Video Discs (DVD)
- 4) Postage for mailing WIC nutrition educational materials to WIC clients if food instruments are mailed
- 5) Training WIC nutrition educators (including para-professional personnel who have completed the required training modules in order to provide low-risk education) to ensure competent personnel and quality services are provided
- 6) Evaluations of WIC nutrition education programs
- 7) Monitoring WIC nutrition education activities
- 8) The cost of translators and interpreters for WIC nutrition education
- 9) Cost of space dedicated to the provision of WIC nutrition education
- 10) Collaboration with Head Start, Expanded Food and Nutrition Education Program (EFNEP), etc. regarding nutrition education to WIC participants
- 11) Nutrition education teaching aids provided by the SWO given to WIC participants that support nutrition education and or breastfeeding messages in an approved

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WIC Services Plan (WSP) and for which prior written approval has been obtained from the SWO

D. Breastfeeding - The cost of breastfeeding education and consultation to WIC participants by WIC nutritionists, CPAs, or breastfeeding peer counselors; volunteer organizing for WIC services, WIC peer counselors, and WIC plan development, including:

- 1) Salary and related costs for WIC breastfeeding services
- 2) Breastfeeding educational materials given to WIC clients
- 3) Training such as breastfeeding conferences and workshops for WIC breastfeeding educators or staff who have a role in breastfeeding support and counseling
- 4) Costs related to conducting training sessions, purchasing and or producing materials. Policy [BF 01.0-C](#) requires all WIC personnel to complete annual breastfeeding training and have breastfeeding in their Employee Work Profile (EWP)
- 5) Prorated cost of clinic space devoted solely to WIC BF educational and training activities, including space and office furniture set aside to breastfeed WIC infants during clinic hours which would help provide an environment conducive to breastfeeding
- 6) Costs of monitoring and evaluating breastfeeding activities
- 7) Travel and related costs incurred by WIC personnel to conduct breastfeeding activities or attend training
- 8) Cost of reimbursable agreements with other organizations, public or private, to undertake training, and, with pre-approval from the SWO, direct service delivery to WIC participants concerning breastfeeding
- 9) Costs of promotional campaign items (print, radio, television) aimed at a general audience concerning nutrition or breastfeeding are allowed only if materials can legitimately be used with WIC participants in an education context and the local agency has obtained prior written approval from the SWO
- 10) Educational reading and viewing materials such as handouts, flip charts, videos, food models or other teaching aids directly related to promotion of breastfeeding and given to WIC participants
- 11) Salary and benefit expenses and costs of materials utilized in the evaluation of breastfeeding initiatives, or contractual agreements entered into for this purpose
- 12) Salary and benefit expenses for WIC staff to organize volunteers and community groups to support breastfeeding WIC participants