

## Division of Community Nutrition

<i>Subject:</i> <b>Alternative Hours</b>		<i>Policy:</i> <b>INT 02.2 - C</b>
<i>Reference:</i> <b>CFR §246.7(b)(4)</b>	<i>Effective:</i> <b>August 12, 2013</b>	<i>Supersedes:</i> <b>August 1, 2012</b>

### **I. Policy:**

Alternative hours shall be offered to address barriers in accessing WIC services for current and potential applicants / participants. Alternative hours are those scheduled for appointments outside of 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m. from Monday through Friday.

### **II. Procedure(s):**

- A. The local agency shall offer a minimum of 16 regularly scheduled alternative operating hours per month, at least 8 of which shall be before 8:00 a.m. or after 4:30 p.m. or on weekends. All alternative scheduling before 8:00 a.m. or after 4:30 p.m. shall be for a minimum of one hour.
- B. It is not required that all alternative hours be in addition to the current total hours local agency sites are open for services. For example, the local agency could adjust the hours of operation at a site to increase alternative hours without increasing the total hours of operation such as working a 10:00 a.m. to 7:00 p.m. workday.
- C. The local agency shall notify the SWO that the alternative hours offered accommodate the needs of current and potential applicants / participants who face barriers to obtaining WIC services due to hours worked, transportation, and other factors by completing and submitting the WIC-340C