

## Division of Community Nutrition

<b>Subject: WIC Services Plan (WSP) &amp; Memorandum of Agreement (MOA)</b>		<b>Policy: ADM 04.0.1</b>
<b>Reference: CFR §246.6(a)</b>	<b>Effective: August 12, 2013</b>	<b>Supersedes: July 15, 2012</b>

### I. Policy:

Per 7 CFR Ch. 11, §246.6(a), the State WIC Office (SWO) shall enter into a signed written agreement with each local agency which sets forth the local agency's responsibilities for Program operations. The signed written agreement used by the SWO is a Memorandum of Agreement (MOA) between the local agency and the Office of Family Health Services (OFHS). In order to obtain authorization and funding to provide local WIC services, local agencies shall reapply annually.

To receive an MOA, each local agency shall develop and obtain approval of an annual WIC Services Plan (WSP) that supports the SWO's goals for the year. Failure to secure approval of its WSP shall result in the local agency not receiving an MOA in a timely fashion.

### II. Procedure(s):

#### A. WIC Services Plan

- 1) The SWO shall notify all local agencies of the availability of the WSP application package on the WIC website [Local Agency Corner](#).
- 2) Each local agency shall be responsible for developing its own objectives in support of the SWO goals and further completing the appropriate document(s) required for complete submission of the WSP package.
- 3) The local agency shall communicate with their assigned SWO personnel in a timely manner to ensure the timely completion of a detailed WSP product.
- 4) The local agency shall be responsible for submitting the WSP package to the SWO personnel identified in the WSP Guidance Document by the published deadline.

#### B. Memorandum of Agreement (MOA)

- 1) Upon receipt of an approved WSP, the SWO shall issue the local agency its MOA for the upcoming federal fiscal year.
- 2) The District Director (or designee) shall sign the MOA and return to the personnel identified in the MOA package by the published deadline. Failure to submit a signed MOA by the published deadline shall result in the delay of WIC Program funding for the local agency.

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- 3) In accordance with the MOA, the local agency shall inform the SWO of changes to personnel contact information as provided in the WIC Email-01 form, including District Director, WIC Coordinator, WIC Coordinator's Immediate Supervisor, WIC Secondary Contact, and Business Manager.