

Division of Community Nutrition

<i>Subject:</i> Clinic Closure - Relocation		<i>Policy:</i> ADM 11.1
<i>Reference:</i> C.F.R. § 246.8	<i>Effective:</i> August 1, 2016	<i>Supersedes:</i> N/A

I. Policy:

It is required by USDA that a Civil Rights Impact Analysis Form be completed before closing and/or relocating a local agency clinic. The form shall be submitted to the State WIC Office (SWO) at least 90 days in advance of closure and/or relocation.

II. Procedure(s):

- A. Complete the Civil Rights Impact Analysis Form (WIC-351)
- B. Submit the form to the State Office's Local Agency Technical Assistance Supervisor for approval prior to the closing and/or relocation of the clinic(s)
- C. Once SWO approval has been received, establish the new clinic in Crossroads
- D. Transfer all participants and inventory from the closing clinic to the new clinic or to other WIC clinic(s)
- E. Submit an updated WIC Services Plan (WSP) to include the new clinic's hours of operation

Retention: Refer to policy ADM 11.0