

Division of Community Nutrition

Subject: **Coordination of Services and Referral Systems**

Policy: **CRT 08.0**

Reference: **§C.F.R. 246.7**

Effective: **August 12, 2013**

Supersedes: **February 1, 2006**

I. Policy:

Local agencies shall coordinate services and develop referral systems with programs and services provided within their local communities.

II. Procedure(s):

- A. Identify and designate a contact person for community-based programs providing services within the local community including: Medicaid, FAMIS, TANF, Head Start, SNAP, food assistance programs (Food Bank, food pantry, etc.), Community Services Board, and substance abuse counseling and treatment programs.
- B. Establish service coordination and / or referral system between the community-based program and the local WIC Program.
- C. Initiate and maintain contact in order to coordinate referrals.
- D. Communicate details of coordination of services and / or the referral system to local agency personnel and the respective State WIC Office Nutrition Liaison on a yearly basis.
- E. Maintain documentation of service coordination and / or referral systems in the local agency WIC office.