

Division of Community Nutrition

<i>Subject:</i> P&P Manual Overview		<i>Policy:</i> P&P Manual Overview
<i>Reference:</i> N / A	<i>Effective:</i> August 12, 2013	<i>Supersedes:</i> December 15, 2011

I. Policy:

This policy & procedure (P&P) manual is the responsibility of the Virginia Department of Health (VDH), Division of Community Nutrition (DCN), and is designed to guide and assist agencies in the Commonwealth of Virginia that provide WIC Program services to eligible persons. The policies have been arranged according to routine task and functions performed on a daily basis by the local agency to certify eligible WIC participants. The State office accepts requests to revise, create, or delete policy / procedures on an ongoing basis through the use of the Policy and Procedure Review Request Form (MISC-001).

II. Procedure(s):

- A. The State office shall notify all WIC Coordinators of changes to the P&P Manual.
- B. To request a revision, creation, or deletion of any policy / procedure or form (or any portion thereof), the WIC Coordinator shall complete the MISC-001 and submit the form to the State WIC office contact identified on the form.