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**#10-181**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** December 23, 2010

**SUBJECT:** **Policy Memo** – Revised Accounting, Civil Rights, Certification, Food Delivery and General Administration policies and deletion of Policy AC:37.0 *Procurement Procedures*

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The subject policies were revised and can be downloaded from the online *Policy and Procedure Manual* at: [http://www.dshs.state.tx.us/wichd/policy/idx\\_policy.shtm](http://www.dshs.state.tx.us/wichd/policy/idx_policy.shtm). The revised policies will not be monitored until July 2011 to allow local agencies sufficient time to train staff. For State Agency training on policy changes, please refer to the *January 2011 IDL and Qwest Training Schedules*.

**The following policies were revised:**

- AC: 02.0-*Reimbursement of Allowable WIC Expenses*  
Policy revised to give local agencies ability to bill either on cash basis or accrual basis.
- AC:03.0- *Plan to Allocate Direct Costs*  
Policy revised to state that plans should be submitted electronically.
- AC: 04.0-*Allowable Cost – Personnel Compensation and Benefits*  
Policy revised to include costs associated with Local Agency administrative personnel (i.e. executive director, accounting staff, etc.) not easily allocable to an individual program should be recovered under indirect cost.
- AC: 05.0-*Allowable Costs – In-State and Out-of-State Travel*  
Policy revised to clarify reimbursement of per diem travel costs and mileage are allowable.
- AC: 07.0-*Property Management*  
Policy revised to correct grammatical errors.
- AC: 08.0-*Allowable Costs – Equipment and Designated Reportable Assets*  
Policy revised to add justification of best value and compliance with UGMS and WIC Policy statements in approval request.
- AC: 10.0-*Allowable Costs – Communications & Utilities*  
Policy revised to clarify allowable allocation of phone lines between the administrative, nutrition education and breastfeeding costs categories.
- AC: 12.0-*Allowable Costs – Rental Space*  
Policy revised to add justification of best value and compliance with UGMS and WIC Policy statements in approval request.
- AC: 14.0-*Allowable Costs – Supplies, Postage and Shipping*  
Policy revised to add justification of best value and compliance with UGMS and WIC Policy statements in approval request.

AC: 15.0-*Allowable Costs – Non-Professional Contract Services*

Policy revised to add justification of best value and compliance with UGMS and WIC Policy statements in approval request.

AC: 17.0-*Allowable Costs – Breastfeeding Peer Counselors*

Policy revised to clarify peer counselor activities as an allowable cost.

AC: 18.0- *Allowable Costs – Facility Renovations*

Policy revised to add justification of best value and compliance with UGMS and WIC Policy statements in approval requests. In addition, a statement guaranteeing minimum ten years of occupancy is required.

AC: 19.0-*Allowable Costs – Indirect Costs*

Policy revised to require accepted Cost Allocation Plan (CAP) on file with DSHS outlining methodology for calculating indirect cost prior to billing for indirect costs.

AC: 20.0-*Allowable Costs – Food Purchases*

Policy revised to clarify allowable cost for food for training purposes.

AC: 21.0- *Allowable Costs –Insurance Expense*

Policy revised to add compliance with UGMS and WIC Policy statements in approval request.

AC: 24.0-*Monthly Reimbursement Maximum*

Revised policy to more accurately describe calculation of nutrition education expenses applied towards meeting 19% requirement.

AC: 28.0-*Financial Reporting*

Policy revised to correct submission date of FSR.

AC: 29.0-*WISE Cost Report, WIC-227A*

Policy revised to include link to explanation of WISE Cost report activities.

AC: 32.0-*Closeout Reports*

Policy revised to exclude postmark. All reports submitted electronically.

AC: 34.0-*Breastfeeding Promotion Expenditure*

Policy revised to correct format errors.

AC: 37.0-*Procurement Procedures -deleted*

Policy Deleted. Repetitious policy-All areas covered in other policies.

AC: 39.0-*Allowable Costs – Computers*

Policy revised to add justification of best value and compliance with UGMS and WIC Policy statements in approval request.

AUD: 1.0-*Audit of Local Agencies*

Policy revised to raise contract amount requirement for independent audit to \$500,000.000.

CR: 09.0-*Collection of Race and Ethnicity Data*

Added “initial” to policy section and IV. Revision to policy will require race and ethnicity captured at initial certification and not at each certification.

CS:08- *Adjunctive Income Eligibility*

- Revised wording to clearly state that any form is acceptable if it indicates the application to the WIC program is before the expiration on the form.
- Added proof of Medicaid for DFPS placements shall be accepted regardless of who is listed as the parent/guardian.
- TALWD suggested removal of requirement to make copy of the gateway form. Revised wording that will require staff to document the applicant’s case number in the Gateway section of the WIC 35 (back side).
- Removed the reference that written statement or WIC RO2 does not have to list address, city, and state (letter G. 2.b.).

- Procedure VII. Added reassessment must be done unless there is 90 days or less before the expiration of the certification period.
  - A. removed “income” as mandatory trigger
  - B. added “excluding DFPS placements”.

CS:10.0- *Economic Unit for Income*

- Added references to foster/kinship placements
- Revised wording in Procedure IV to reflect DFPS instead of welfare agency and added income received from any outside source shall be considered as income for a child placed through DFPS.
- Revised wording in IV.B. to indicate income reassessment during active certification is not required for an infant/child placed through DFPS who is later adopted.

CS: 17.0 - *Documentation of a Complete Nutrition Assessment*

- Procedures II.C.4.b.i.1, 2, 3: added clarification to blood work for new infants after 6 months.
- Procedures III, C: when medical data is obtained from a healthcare professional, the requirement for their name, signature and title has been deleted.

CS: 19.0 - *Midpoint Screening*

Staff may take a verbal date for midpoint from the parent instead of documentation on the Infant Midpoint Review form. The form will be used only when WIC performs a midpoint review or when staff needs to document refusal.

Procedure III.A.2 was modified to add VENA procedures.

CS:23.0 - *Notification of Ineligibility, Termination or Expiration of Eligibility*

- Added the sentence “a participant found ineligible shall keep their EBT card” in the policy section.
- Revised wording in procedure A. 2. to indicate staff shall void benefits past the 15 day notification period.
- Moved statement regarding future months and procedure to contact IRM for admin. lock to B. 3.

CS:27.0- *Enrollment of Transferring Participants*

- Purpose - Added the sentence “for the entire duration of the current certification period.”
- Procedure I. Removed “in an LAs service area” and added within Texas.
- Procedure II. C. added clarifying sentence “on the first day of the following month.”
- IV. Transfers from Out of State and the WIC Overseas Program with Verification of Certification (VOC).
  - added the VOC is valid until the certification period expires and shall be accepted as proof of eligibility for program benefits.
  - added a sentence to clarify issuance if the VOC does not provide when benefits were last issued. “Contact the other state to verify issuance”.
  - added “The nutrition risk determination by the originating state is sufficient to qualify the transferring participant for benefits through the end of the current certification period.”

FD: 08.0-*Liability of Local Agency for Food Instrument Inventory Shortage*

Policy revised to clarify local agency liability for loss of Food instruments.

**F.D. 10.0 - Issuing Food Packages for the Mother/Infant Dyad - Added**

This new policy provides procedures for issuing food packages to WIC mothers and their newborn infants during the birth month and after the birth month and the appropriate food package to issue to surrogate WIC mothers and WIC mothers whose infant is adopted.

**F.D. 12.0 - Food Packages**

- Removed procedure that allowed a clerk to change the form of the formula such as concentrate or powder. These changes are the responsibility of the CA or WCS. All food package changes, including formula changes, are the responsibility of a CA or WCS. Food package changes shall be documented and maintained on file. Information on the different food packages has been updated.
- Provide procedures for circumstance when a Mostly Breastfeeding food package has been issued with less than the partial maximum of formula and the mother returns to the clinic to request additional formula for the infant within the current benefit period. Clarified that formula from Returned Formula stock, when available, should be issued in conjunction with issuing formula on the card for the current month only.

**FD: 13.0- Issuance of Contract Standard Formulas**

- Removed requirement to obtain formula approval when presented with a request for concentrating contract formulas to higher calorie levels.
- Expanded reasons why contract formula alternatives to milk based formula may be issued.
- Revised reasons to issue contract formula to children over one year of age.

**FD: 16.0 - Issuance of Formulas and Nutritional Products Requiring Medical Documentation**

- Prescription Requirements: Included guidelines for accepting prescriptions that are not on the state designed Texas WIC Medical Request Form for Formula/Food
- Nutrition Assessment: Changed the requirement for accepting measurements for infants for formula approval (not certification) from 7 days to up to 30 days.
- Changed policy to allow all Certifying Authorities to approve all level of formulas when presented with a complete prescription (no missing information) that lists a qualifying medical condition consistent with the Texas WIC Formulary Reasons for Issuance.

**FD: 17.0 - Issuance of Soy foods**

- Gluten-free cereals have been removed from the policy as prescriptions are no longer necessary to issue gluten-free food packages.
- Directions for completing the Texas WIC Medical Request for Formula/Food form to issue soy foods have been added.
- The statement "No assessment is required to approve and issue soy foods" has been added.
- Galactosemia has been added as a qualifying condition for issuance of soy food packages.
- The policy now includes directions on how to handle children who have been receiving soy foods in other states and transfer to Texas.
- A new section has been added that addresses considerations and guidelines for issuing soymilk or soy toddler formula to children one to two years of age.

**FD:18.0- Drop Shipment of Formula and Medical Nutritional Products**

- Removed requirement for local agency staff to contact 3 vendors to obtain the lowest price.
- Added conditions explaining LA liability for formula payment due to drop ship errors.
- Expanded procedural details for the drop shipment process to include all steps taken by staff, vendors and participants.

FD:19.0 - *Exchanging and Managing Returned Formula Inventory*

- Added policy on exchanging food packages with formula, specifically the mother/infant food package dyads.

GA:13.0- *Access to Appointments*

- Procedure 1. A. 3. added information of the location of the Annual Plan of Operations spreadsheet (WIC Director page).
- Procedure II. Added where to submit the electronic APO spreadsheet.
  - b. removed the requirement to exclude the donated spaces from LAs total # of hours.
  - c. removed the requirement regarding documentation from the host agency that states the donated space cannot be utilized during extended hours.

GA: 21.0-*Clinic Site Management*

Policy revised to include relocation of clinic sites. In addition, extend minimum notification timeframes to 45 days.

If you have any questions regarding the revised policies or forms, please contact Rachael Edwards, Information and Response Management Group Manager, at (512) 341-4400 extension 2263 or email [rachel.edwards@dshs.state.tx.us](mailto:rachel.edwards@dshs.state.tx.us), or Ellen Larkin, Policy and Special Projects Coordinator, at (512) 341-4572 or email [ellen.larkin@dshs.state.tx.us](mailto:ellen.larkin@dshs.state.tx.us).