

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective January 1, 2011

Policy No. AC:10.0

Allowable Costs – Communications & Utilities

Purpose

To allow local agencies (LAs) to charge actual costs or a pro-rated share of communications and utilities costs necessary to administer all phases of the WIC Program.

Authority

7 CFR Part 3016; OMB Circular A-87

Policy

LAs may request reimbursement for the cost of communications and utilities

Procedures

- I. Communication and utility charges shall be supported by documentation such as statements from communication and utility companies, long distance logs, floor plans, extension surveys, and cancelled checks.

- II. Documentation including floor plans, shall support the allocation of utilities among Administration, Nutrition Education, and Breastfeeding. All communication expenses shall be allocated to administrative costs unless the agency has a dedicated phone line for nutrition education and/or breastfeeding.

- III. Allocation among Administration, Nutrition Education, and Breastfeeding shall be based on floor plans.