

Nutrition Services Department of State Health Services

Effective January 1, 2011

Policy No. AC:28.0

Financial Reporting

Purpose

To provide the state agency (SA) with a method to reimburse the local Agencies (LAs) for allowable expenditures under the WIC Program.

Authority

7 CFR Part 3016; OMB Circular A-87; OMB Circular A-102

Policy

LAs shall request reimbursement for allowable expenses on a monthly basis by means of a State of Texas Purchase Voucher, Form B-13. On a quarterly and annual basis a Financial Status Report (FSR) Form 269A (State Agency Form GC-4a), shall be completed by the LA. The form and instructions may be accessed at

<http://www.dshs.state.tx.us/chscontracts/pdf/fsr269a.xls>

Procedures

- I. The LA shall follow the instructions attached to the state supplied form.
- II. The LA shall complete Form B-13 to request reimbursement each month. The completed Form B-13 shall be submitted electronically to WicVouchers@dshs.state.tx.us by the 30th calendar day of the month following the reporting month.
- III. The FSR Form 269A shall be submitted electronically quarterly with the corresponding Form B-13. The months of the federal quarters are as follows:

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Quarter	Months Included	Due Date	Form(s)
1 st	October, November, December	30 th calendar day of January	FSR Form 269A Form B-13
2 nd	January, February, March	30 th calendar day of April	FSR Form 269A Form B-13
3 rd	April, May, June	30 th calendar day of July	FSR Form 269A Form B-13
4 th	July, August, September	30 th calendar day of October	FSR Form 269A Form B-13
4 th	Final amended upon liquidation of all encumbrances	60 calendar days following the contract term	FSR Form 269A Form B-13

- IV. This report package shall be prepared directly from the LA's self - balancing set of accounts.
- V. The final FSR Form 269A is due at the SA by November 29th of each year.
- VI. Reimbursement shall be requested for actual allowable cash expenditures incurred as a result of WIC activities.