

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

Effective January 1, 2011

Policy No. AC:29.0

WISE Cost Report, WIC-227A

Purpose

To provide the state agency (SA) with the necessary breakdown of all local agency (LA) costs into the four categories as mandated by federal nutrition services and administrative costs (NSA) reporting requirements and to comply with a federal mandate to conduct an annual cost per shot calculation.

Authority

7 CFR Part 3016

Policy

LAs shall report their expenditures for the month of March of each contract year in the four functional categories mandated by the United States Department of Agriculture (USDA), plus an additional fifth category mandated by the SA. Federal regulations require LA costs to be categorized as: nutrition education, breastfeeding, general administration, and client services. The SA designates the cost of providing immunizations as the fifth category. All expenditures shall be reported by the SA as an addendum to the year-end closeout report.

Procedures

- I. The LA shall follow the instructions attached to or on the reverse side of the SA supplied WISE cost report, WIC-227A form. This form may be located at: <http://www.dshs.state.tx.us/wichd/fin/wiserpt.shtm>.
- II. The LA shall submit the annual WISE cost report to the SA by April 30th of each year.

Guidelines

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A detailed explanation of the activities and types of costs that fit into each of the five categories can be found at <http://www.dshs.state.tx.us/wichd/fin/wiserpt.shtm>.