

Required Local Agency (LA) Policies, Plans & Procedures

■ State WIC Policy Local Agency Requirements

1. [BF:09.0](#) [Worksite Lactation Support for Employees](#)
2. [CS:16.0](#) [WIC Certification Specialist](#)
3. [CS: 21.0](#) [Referral to Health Services](#) (requires local agency to maintain up-to-date local resource list of healthcare/drug/ substance abuse counseling/treatment)
4. [CS: 33.0](#) [High Risk Referrals](#) (requires identification of high-risk conditions requiring referral and procedures for follow-up)
5. [FD: 19.0](#) [Procedures for Informing Staff of Formulas in Returned Formula Inventory](#) (to ensure formula is being utilized and staff is aware of formula availability prior to completing issuance to the EBT card)
6. [GA: 03.0](#) [Plan for Disposal of Records](#)
7. [GA: 06.0](#) [Plan for Coordination of Program Operations](#)
8. [GA: 13.0](#) * [Annual Plan of Operations](#) (clinic hours)
9. [GA: 20.0](#) * [Policy for Staff Fraud and Abuse](#) (conflict of Interest and separation of duties)
10. [IM: 11.0](#) [Designate staff members responsible for screening immunization records](#) (written policy not required)
11. [NE: 03.0](#) * [Nutrition Education and Breastfeeding Plan](#)
12. [OR: 01.0](#) [Outreach Plan](#)
13. [QA: 01.0](#) [Quality Assurance Plan](#)

*Requires State Agency approval prior to implementation.

■ [DSHS Standards for Public Health Clinic Services](#)

1. I.A.B. Personnel policies (job description, orientation plan, employee performance evaluations and name tag)
2. II.A, II.B. Quality Assurance Plan and documentation of QA committee meetings (also WIC Policy QA: 01.0).
3. IV. A.3. Proper disposal of records policy (also WIC Policy GA: 03.0)
4. IV.B.C.D. & E. Safety policies, to include staff training
5. IV.F. Infectious disease control policy including employee immunizations

■ Child Abuse Reporting

[DSHS Rider 14](#)

Each contractor/provider shall adopt the *DSHS Child Abuse Screening, Documenting, and Reporting Policy for Contractors/Providers*. Each contractor/provider shall develop an internal policy and procedure that describes how it will determine, document, and report instances of abuse, sexual, in accordance with the Texas Family Code, Chapter 261.

Required Local Agency (LA) Policies & Plans

■ Disaster Plan

The agency must have a Disaster Response Plan on file that addresses how staff is to respond to emergency situations, such as fires, floods, power outages, bomb threats, etc. The plan must identify the procedures and processes that will be initiated during a disaster and the staff (position) responsibilities. The annual requirements for LAs in the WIC Disaster Plan shall be implemented. Refer to <http://www.dshs.state.tx.us/wichd/gi/administrative.shtm>

The following are only required if there are exceptions to the State WIC Policy

■ State WIC Policy

1. [CR: 06.0](#) [Plan for Providing Alternative Service Provisions for the Disabled](#) (Required only if a LA has clinic sites that are not accessible to disabled persons.)
2. [CS: 02.0](#) [Procedures for Documenting "date of first visit"](#) (Required only if a LA does not follow the procedures in WIC Policy.)
3. [CS: 05.0](#) * [Policy for Proof of Identity](#) (Required only if a LA accepts additional documents for identity other than those listed in WIC Policy.)
4. [CS: 07.0](#) * [Policy for Proof of Income](#) (Required only if a LA accepts additional documents for income other than those listed in WIC Policy.)
5. [CS: 15.0](#) [Contingency Plan for Certifying Authority \(CA\)](#) (Required only if a LA only has one CA on staff.)

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Websites

Standards for Public Health Clinic Services

<http://www.dshs.state.tx.us/qmb/dshsstndrds4cl clinic servs.pdf>

DSHS Child Abuse Screening, Documenting, and Reporting Policy for Contractors/Providers

<http://www.dshs.state.tx.us/childabusereporting/default.shtm>

DFPS Statewide Abuse, Neglect and Exploitation Reporting System

http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

QA Core Tool, WIC Tool & WIC Worksheets on Performance Management Unit website

<http://www.dshs.state.tx.us/qmb/default.shtm> Go to “Monitoring Tools and Instructions” on the left menu bar

The HHSC Civil Rights Office requirements and the Self-Assessment for Civil Rights Compliance

http://www.hhsc.state.tx.us/about_hhsc/civil-rights/