

**MISSOURI WIC STATE PLAN- SECTION 2  
INSTRUCTIONS FOR LOCAL AGENCY OPERATIONS  
(PROCEDURE MANUAL)**

Policy Title	Policy Number
<b><u>DEFINITIONS</u></b>	
<b>I. VENDOR MANAGEMENT</b>	
Food Instrument Redemption at Authorized Stores	<a href="#">ER#3.08300</a>
Local WIC Provider/WIC Authorized Retailer Role	<a href="#">ER#3.08400</a>
Partial Infant Formula Food Instrument Redemption Form (WIC-21)	<a href="#">ER#3.08500</a>
Conflict of Interest	<a href="#">ER#3.08800</a>
<b>II. NUTRITION SERVICES</b>	
<b>Breastfeeding</b>	
Breast Pump Policy	<a href="#">ER#6.05100</a>
Breastfeeding Coordinator	<a href="#">ER#6.05000</a>
Supportive Breastfeeding Environment	<a href="#">ER#6.05050</a>
<b>Breastfeeding Peer Counseling</b>	
Breastfeeding Peer Counselor Job Description	<a href="#">ER#6.00200</a>
Breastfeeding Peer Counseling Program Coordinator Job Description	<a href="#">ER#6.00100</a>
Senior Breastfeeding Peer Counselor Job Description	<a href="#">ER#6.00050</a>
Compensation of Peer Counselors	<a href="#">ER#6.00300</a>
Documentation of Participant Contacts	<a href="#">ER#6.01000</a>
Referrals of Breastfeeding Participants	<a href="#">ER#6.01500</a>
<b>Food Package</b>	
State and Local Agency Responsibility: Food Package	<a href="#">ER#2.01200</a>
WIC Approved Food List	<a href="#">ER#2.06600</a>
Food Selection Criteria	<a href="#">ER#2.06700</a>
Primary Contract Infant Formula	<a href="#">ER#2.06750</a>
Exempt Infant Formula and Medical Food Selection	<a href="#">ER#2.06760</a>
Guidelines for Issuance of Formulas, WIC-Eligible Medical Foods, and Other Supplemental Foods under Food Package III	<a href="#">ER#2.07000</a>
Return and Replacement of Formula or Medical Food	<a href="#">ER# 2.07400</a>
Guidelines for Food Package 1 & II Issuance to Infants	<a href="#">ER#2.07600</a>
Guidelines for Issuance of Food Package IV to Children	<a href="#">ER#2.07800</a>
Guidelines for Issuance of Food Packages V, VI and VII to Women	<a href="#">ER#2.07900</a>
Guidelines for Food Issuance: Homeless Women, Infants and Children	<a href="#">ER#2.08100</a>
Prorated Food Packages	<a href="#">ER#2.08500</a>
<b>Nutrition</b>	
Training Local WIC Providers	<a href="#">ER#1.01550</a>
State Agency Responsibility: Nutrition Education	<a href="#">ER#2.01000</a>
Nutritionist	<a href="#">ER#2.01400</a>

Nutrition Coordinator	<a href="#">ER#2.01450</a>
Competent Professional Authority	<a href="#">ER#2.01500</a>
WIC Certifier	<a href="#">ER#2.01650</a>
Health Professional Assistant	<a href="#">ER#2.01700</a>
High-Risk Risk Factors and High Risk Care Plan	<a href="#">ER#2.02900</a>
Serving Homeless Persons	<a href="#">ER#2.05200</a>
Policy for Homelessness 801 & Migrancy 802	<a href="#">ER#2.05875</a>
Initial Nutrition Education Contact	<a href="#">ER#2.06000</a>
Guidelines for Nutrition Education: Approved Resources	<a href="#">ER#2.06200</a>
Effective Nutrition Education (New)	<a href="#">ER#2.06400</a>
<b>III. INFORMATION SYSTEMS</b>	
Equipment Inventory	<a href="#">ER#1.04900</a>
WIC Equipment: Temporary Loan, Repair and Replacement	<a href="#">ER#1.05100</a>
Income Guidelines	<a href="#">ER#3.01200</a>
WIC Applications, Access, User Names, Passwords and Security	<a href="#">ER#3.01400</a>
Processing of Application & Issuance of Food Instruments When the Data System or Computer Equipment Fails	<a href="#">ER#3.01450</a>
Participant ID Numbers in WIC Data System	<a href="#">ER#3.02600</a>
<b>IV. ORGANIZATION AND MANAGEMENT</b>	
WIC Coordinator	<a href="#">ER#1.01250</a>
Administrative/Clerical	<a href="#">ER#1.01400</a>
Using Volunteers	<a href="#">ER#1.01600</a>
Public Comment on WIC State Plan	<a href="#">ER#1.02250</a>
WIC Operations Manual	<a href="#">ER#1.02300</a>
Local Agency Plan	<a href="#">ER#1.02700</a>
Disaster/Emergency Preparedness Plan	<a href="#">ER#3.00500</a>
State WIC Agency Program Responsibilities	<a href="#">ER#3.01000</a>
Local Agency Management Responsibilities for WIC	<a href="#">ER#3.01100</a>
No Smoking Policy	<a href="#">ER#1.02600</a>
<b>V. NUTRITION SERVICES AND ADMINISTRATION</b>	
Monthly Administrative Cost Reports	<a href="#">ER#1.03300</a>
Line Item: Personnel Compensation	<a href="#">ER#1.03400</a>
Line Item: Personnel Benefits	<a href="#">ER#1.03500</a>
Line Item: Contract Services	<a href="#">ER#1.03600</a>
Line Item: Conference & Training	<a href="#">ER#1.03700</a>
Line Item: Travel	<a href="#">ER#1.03800</a>
Line Item: Equipment Purchases	<a href="#">ER#1.03900</a>
Line Item: Nutrition Materials/Breastfeeding Promotion	<a href="#">ER#1.04000</a>
Line Item: Administrative Office Costs	<a href="#">ER#1.04100</a>
Line Item: Medical Materials	<a href="#">ER#1.04200</a>
Line Item: Computer Hardware/Software	<a href="#">ER#1.04300</a>
Line Item: Facilities Costs	<a href="#">ER#1.04400</a>
Line Item: Indirect costs	<a href="#">ER#1.04500</a>

Line Item: Special Grants	<a href="#">ER#1.04600</a>
In-Kind Costs	<a href="#">ER#1.04700</a>
Local WIC Provider Outside Contracting	<a href="#">ER#1.04800</a>
WIC Program Income	<a href="#">ER#1.05450</a>
<b>VII. CASELOAD MANAGEMENT</b>	
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Contracted Caseload Participation	<a href="#">ER#3.06800</a>
No Shows: Follow-Up	<a href="#">ER#3.07000</a>
Waiting Lists	<a href="#">ER#3.07100</a>
Clinic Access	<a href="#">ER#3.07800</a>
<b>VIII. CERTIFICATION ELIGIBILITY AND COORDINATION OF SERVICES</b>	
Participant Confidentiality	<a href="#">ER#1.01700</a>
Participant Referrals	<a href="#">ER#1.01800</a>
Dual Participation	<a href="#">ER#1.06150</a>
WIC Services to Local Agency Employees and Relatives of Employees	<a href="#">ER#1.07000</a>
Value of WIC Benefits	<a href="#">ER#1.07050</a>
Proof of Pregnancy	<a href="#">ER#2.02650</a>
Physical Presence at Certification	<a href="#">ER#2.02700</a>
Certification, Recertification and Infant Follow-up Components	<a href="#">ER#2.02800</a>
Program Explanation to Participant	<a href="#">ER#2.03200</a>
Weight Standards for Women and Adolescent Females	<a href="#">ER#2.03300</a>
Risk Factor 381 (Dental Problems)	<a href="#">ER#2.03900</a>
Risk Factor 335 (Multifetal Gestation)	<a href="#">ER#2.03910</a>
Risk Factor 131 (Low Maternal Weight Gain)	<a href="#">ER#2.04200</a>
Underweight or at Risk of Becoming Underweight Infants and Children- RF 103	<a href="#">ER#2.04220</a>
Overweight Children-113	<a href="#">ER#2.04230</a>
Risk Factor 132 (Maternal Weight Loss During Pregnancy)	<a href="#">ER#2.04250</a>
Risk Factor 311 History of Preterm Delivery	<a href="#">ER#2.04260</a>
Risk Factor 334 Lack of or Inadequate Prenatal Care	<a href="#">ER#2.04270</a>
Risk Factor 372 Alcohol and Illegal Drug Use	<a href="#">ER#2.04280</a>
Risk Factor 312 History of Low Birth Weight	<a href="#">ER#2.04290</a>
Failure to Thrive-Risk Factor 134	<a href="#">ER#2.04300</a>
At Risk of Becoming Overweight RF 114	<a href="#">ER#2.04310</a>
High Weight-for-Length Infants and Children-Risk Factor 115	<a href="#">ER#2.04315</a>
Inadequate Growth-Risk Factor 135	<a href="#">ER#2.04320</a>
Risk Factor 201 Low Hemotocrit/Hemoglobin	<a href="#">ER#2.04350</a>
Risk Factor 211 (Elevated Blood Lead Level)	<a href="#">ER#2.04400</a>
Risk Factor 101 Underweight Women	<a href="#">ER#2.04410</a>
Risk Factor 111 Overweight Women	<a href="#">ER#2.04420</a>
Risk Factors 301, 302 and 303 Pregnancy Induced Conditions	<a href="#">ER#2.04450</a>
Risk Factor 304 History of Preeclampsia	<a href="#">ER#2.04455</a>
Risk Factor 321 History of Spontaneous Abortion, Fetal Death or	<a href="#">ER#2.04460</a>

Neonatal Loss	
Risk Factor 332 Closely Spaced Pregnancies	<a href="#">ER#2.04465</a>
Risk Factor 331 Pregnancy at a Young Age	<a href="#">ER#2.04470</a>
Risk Factors 341 through 362 Nutrition-Related Risk Conditions	<a href="#">ER#2.04475</a>
Risk Factor 333 High Parity and Young Age	<a href="#">ER#2.04480</a>
Risk Factor 363 Pre-Diabetes	<a href="#">ER#2.04485</a>
Risk Factor 338 Pregnant Women Currently Breastfeeding	<a href="#">ER#2.04490</a>
Risk Factor 339 History of Birth With Nutrition Related Congenital or Birth Defects	<a href="#">ER#2.04495</a>
Guidelines for Assigning Dietary Risk Factors 401, 411, 425, 427 and 428	<a href="#">ER#2.04550</a>
Risk Factor 601 Breastfeeding Mother of Infant at Nutritional Risk	<a href="#">ER#2.04610</a>
Risk Factor 602 Breastfeeding Complications or Potential Complications (Women)	<a href="#">ER#2.04710</a>
Risk Factor 603 Breastfeeding Complications or Potential Complications (Infants)	<a href="#">ER#2.04720</a>
Risk Factor 501 Possibility of Regression	<a href="#">ER#2.04900</a>
Risk Factor 502 Transfer of Certification	<a href="#">ER#2.04910</a>
Risk Factor 503 Presumptive Eligibility for Pregnant Women	<a href="#">ER#2.04950</a>
Risk Factor 702 Breastfeeding Infant of Woman at Nutritional Risk	<a href="#">ER#2.05010</a>
Risk Factor 701 Infant of Previously at Risk Prenatal	<a href="#">ER#2.05100</a>
Risk Factor 902 Primary Caregiver with Limited Ability to Make Feeding Decisions and/or Prepare Food	<a href="#">ER#2.05150</a>
Risk Factor 141 Low Birth Weight and Very Low Birth Weight	<a href="#">ER#2.05400</a>
Risk Factor 142 Prematurity	<a href="#">ER#2.05500</a>
Small for Gestational Age Risk Factor 151	<a href="#">ER#2.05600</a>
Large for Gestational Age Risk Factor 153	<a href="#">ER#2.05650</a>
Risk Factor 121-Short Stature or at Risk of Short Stature (Infants, and Children)	<a href="#">ER#2.05800</a>
Environmental Tobacco Smoke (ETS) Exposure 904	<a href="#">ER#2.05825</a>
Risk Factor 371 Maternal Smoking	<a href="#">ER#2.05850</a>
Exit Counseling	<a href="#">ER#2.06500</a>
Applicants Processing	<a href="#">ER#3.01700</a>
Residence Requirements for Participants	<a href="#">ER#3.01800</a>
Income Assessment and Documentation	<a href="#">ER#3.02000</a>
Voter Registration	<a href="#">ER# 3.02700</a>
Transfer of Certification and Verification of Certification	<a href="#">ER#3.02900</a>
Written Notification of Ineligibility	<a href="#">ER#3.03300</a>
Notice of Expiration of Certification Period	<a href="#">ER#3.03400</a>
Schedule of Certification Periods	<a href="#">ER#3.03500</a>
Proxies and Authorized Representatives	<a href="#">ER#3.03800</a>
Proof of Identity	<a href="#">ER#3.03850</a>
Participant Identification Folder (WIC 17)	<a href="#">ER#3.03950</a>

<b>IX. FOOD DELIVERY/FOOD INSTRUMENT ACCOUNTABILITY AND CONTROL</b>	
Food Instrument Accountability and Liability	<a href="#">ER#3.04000</a>
Food Instrument Issuance	<a href="#">ER#3.04800</a>
Food Instrument Issuance Mailing	<a href="#">ER#3.05500</a>
Explaining the food instrument redemption process	<a href="#">ER#3.05600</a>
Food Instrument Replacement/Returned FI/Returned Infant Formula and Custody Change	<a href="#">ER#3.06100</a>
Food Instrument Replacement – Participant Reported Lost or Stolen	<a href="#">ER#3.06200</a>
Keying Food Instrument Disposition	<a href="#">ER#3.06400</a>
Food Instrument Issuance Cycles	<a href="#">ER#3.08100</a>
Food Instrument Redemption at Authorized Stores	<a href="#">ER#3.08300</a>
Local WIC Provider/WIC Authorized Retailer Role	<a href="#">ER#3.08400</a>
Partial Infant Formula Instrument Redemption Form – WIC 21	<a href="#">ER#3.08500</a>
Conflict of Interest	<a href="#">ER#3.08800</a>
<b>X. MONITORING AND AUDITS</b>	
WIC Local Agency Contract	<a href="#">ER# 1.03250</a>
WIC Program Income	<a href="#">ER# 1.05450</a>
State and Local WIC Provider Monitoring Process	<a href="#">ER# 1.05500</a>
Management Evaluation System	<a href="#">ER# 1.05550</a>
Local Agency Administrative Appeals	<a href="#">ER# 1.05800</a>
Audit	<a href="#">ER# 1.05900</a>
LWP Record Retention and Destruction – Audit Letter	<a href="#">ER# 1.06000</a>
<b>XI. CIVIL RIGHTS</b>	
State Agency: Civil Rights Compliance	<a href="#">ER# 1.05600</a>
Local Agency Responsibility – Civil Rights and Public Notification	<a href="#">ER# 1.05700</a>
Participant Violation	<a href="#">ER#1.06200</a>
Participant Fair Hearings	<a href="#">ER#1.06800</a>
Civil Rights Impact Analysis	<a href="#">ER# 3.01500</a>