

General Volume
Funding Accountability Section

WIC Local Agency Nutrition Services Contract and Attachments (1.03250)

ER# 1.03250

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POLICY: A complete, fully signed contract with all necessary attachments and/or amendments plus an approved Local Agency Plan (LAP) for the coming fiscal year must be on file at the State WIC office in order for the local WIC provider (LWP) to receive reimbursement for WIC services.

The LWP must comply with all **fiscal and operational** provisions of the contract.

PROCEDURES:

- A. The original LWP contract for the provision of WIC services will consist of the Program Services Contract (DH-70) and the Scope of Work, which is titled "WIC: Local Agency Nutrition Services.
- B. An LWP that receives additional, special funds for specific projects or purposes, e.g. breastfeeding peer counseling program, program for dietetic interns (PDI), etc., may have to submit special funding applications to be approved by the State WIC office. Upon approval or notification, these LWPs may receive scope(s) of work for the special funding(s).
- C. The contract shall be signed by all parties prior to the start of the federal fiscal year and retained on file at both the State and LWP offices. The LAP must be **submitted and approved** before any reimbursement can be made. (Refer to [ER # 1.02700](#) for more information on the LAP.)
- D. **The Department will reimburse the Contractor for allowable costs not to exceed the fixed price contract. The contract amount will be based on the number of participants provided services during the twelve month period, counted from April 1 through March 31 beginning the previous year.**
 1. **The Department may increase the projected annualized caseload participation in an annual contract review after six months. An increase in the contract amount will only be considered if:**
 - a. **Additional funds are available.**
 - b. **The agency's percentage of participants served is more than 2% over the contract starting caseload participation amount.**
 - c. **The increase shall be the net amount served above 2% over the contract starting caseload participation amount.**
 - d. **Requested by the agency in writing through assigned TA staff by COB May 3 of the current contract year.**

2. In the event of a natural disaster or other unforeseen circumstances that cause an increase in caseload to occur, the Department reserves the right to adjust the contract amount on the request of the contractor.
 3. The Department will notify the Contractor of any increase in the caseload participation.
- E. The LWP must comply with all provisions of the contract, scope(s) of work, and any amendment(s).
- F. The LWP must retain contract, scope(s) of work and amendments for audit. (Refer to [ER# 1.06000](#).)