

### III. Information Systems

#### 3.1.020 WIC Equipment: Temporary Loan, Repair and Replacement

Authority 2008 7 CFR 246.6(b)(1) and 246.16(d)(2)

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**POLICY:** The local agency (LA) shall be responsible for assuring equipment purchased with WIC funds or purchased by the state agency (SA) and placed for use in a LA's facility, are available to conduct WIC program services.

All equipment shall meet SA requirements and comply with the SA specifications, be properly maintained and repaired as needed, and kept secure from theft or vandalism.

The LA must pay from non-WIC funds for replacement or repair of equipment purchased with WIC funds that was damaged, lost or stolen due to LA negligence.

#### PROCEDURES:

##### State-owned Equipment:

- A. The LA is responsible for appropriate security and use of any state-owned equipment while it is in the possession of the LA.
- B. If any state-owned WIC equipment is damaged, lost, stolen or becomes unusable while in the possession of the LA, repair or replacement will be handled as follows:
  1. The SA will pay for replacement or repair of the equipment when due to:
    - a. Natural phenomenon (for example, flood, fire etc.)
    - b. Normal wear and tear from extended use.
    - c. Other circumstances beyond the LA's control.
  2. The LA must pay from non-WIC funds for replacement or repair of the equipment when due to LA negligence or other circumstances within the LA's control.

##### LA-owned Equipment:

- A. When dealing with WIC-purchased equipment, the LA will report problems and proposed steps to correct the problems to the SA.
- B. The SA staff will recommend repair or replacement, depending on which is the most cost effective.
- C. When billing on the WIC Monthly Administrative Cost Invoice (WIC-24):
  1. Repair costs are billed on the "Administrative Office Costs" line item. Refer to policy [5.1.090](#).
  2. Equipment costs are billed on the line item appropriate to the purchase. Refer to policies [5.1.070](#) and [5.1.110](#).
- D. The LA may request a budget amendment to repair or replace the equipment.
  1. The SA will give a budget amendment only if funding is available and projections

show that the LA will exceed the contract by the end of the fiscal year.

2. If repair is more cost effective than replacement, but the LA chooses replacement, then the budget amendment will be for no more than the cost of the repairs.
- E. The LA must assure that all WIC functions continue to be done appropriately while the equipment is being repaired or replaced. The SA will provide loaner computer equipment to the LA; however, the SA will not provide loaner health assessment equipment to the LA.