

## V. Nutrition Services and Administration

### 5.1.090 Line Item: Administrative Office Costs

Authority 2008 7 CFR 246.14(c)(4) & MPSF-1:WC-94-33-P  
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**POLICY:** The local agency (LA) shall budget and bill costs that do not fall into another specific category on the administrative office costs line item.

#### PROCEDURES:

- A. The local agency may include any of the following administrative office costs on the administrative office costs line item when budgeting and billing:
1. Postage, UPS, delivery, freight, handling, etc.
  2. Office supplies, including computer paper, printer ribbons, small parts and nutrition aids such as poster board, markers, lettering, etc.
  3. Communication costs (telephone, fax, etc.).
  4. Equipment rental or repair.
  5. Printing and reproduction costs.
  6. Costs of advertisements for staff recruitment.
  7. CLIA registration fees.
  8. Dues for professional associations.
  9. Insurance and service fees for supplying breast pumps.
  10. Small appliances used as nutrition aids.
- B. If a local agency has other costs that seem to be applicable to this line item, it should consult with the state agency for verification before budgeting or billing.
- C. The local agency shall bill for administrative office costs according to one of the following methods. The method the local agency chooses to use shall be described in the budget portion of the local agency plan for approval by state WIC staff.
1. Actual costs that are incurred separately for WIC.
  2. A percentage of the total costs:
    - a. Based on the total personnel hours spent on WIC compared to the total local agency hours.
    - b. Documented by a verifiable time accounting system.
  3. An alternative method submitted with the local agency plan and subsequently approved by state WIC staff.
  4. A combination of the above methods may be used for different types of costs within this line item.
- D. Documentation of costs and expenditures must be retained as follows:

1. Receipts or other source documents for all purchases and expenditures.
  2. Formulas used for calculating costs as well as:
    - a. The documentation of the basis of the formula.
    - b. The actual calculated costs.
  3. Auditable documentation of payment.
- E. Nutrition education costs allowable on this line are costs for printing and reproduction, insurance and service fees for supplying breast pumps, office supplies, small appliances used for nutrition education, and some computer software (with approval of the state agency).