

V. Nutrition Services and Administration

5.1.100 Line Item: Medical Materials

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POLICY: The local agency (LA) shall budget and bill items needed to do health assessments on the medical materials line item.

PROCEDURES:

- A. The local agency shall include the costs of expendable medical supplies used for WIC health assessments on the medical materials line item when budgeting and billing.
- B. The local agency shall not budget or bill the cost of medical materials supplied directly from the State agency.
- C. The local agency may budget and bill for medical materials according to any of the following methods:
 - 1. Actual costs that are incurred separately for WIC.
 - 2. A percentage of the total cost of supplies used in WIC and other programs:
 - 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.
 - c. This method shall not be used if a disproportionate share of medical supplies are used in other programs.
 - 3. A combination of the above methods may be used for different supplies 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 including:
 - a. The documentation of the basis of the formula.
 - b. The actual calculated costs.
 - 3. Auditable documentation of payment.
- E. Nutrition education costs are not allowable on this line item.
- F. Lead screening and referral costs:
 - 1. Allowable medical costs include medical supplies associated with performing hematological tests used for detecting iron-deficiency, such as hemoglobin, hematocrit or free erythrocyte protoporphyrin (EP).
 - 2. Medical costs for lead screening, such as venous blood tests and laboratory analysis of blood samples that are intended for any purpose other than to assess

iron status, are not allowable WIC costs.

- G. Medical costs for immunizations, such as vaccine and supply costs, are not allowable WIC costs.