

## V. Nutrition Services and Administration

### 5.1.140 Line Item: Special Funds

Authority 2008 7 CFR 246.11(c)(1)&(2), MPSF-1: WC-91-16-P, Loving Support  
Breastfeeding Peer Counseling Grant Guidance

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**POLICY:** The local agency (LA) shall bill all costs incurred for special project(s) on the appropriate individual Special Fund line item of the Online WIC Invoicing Application.

Detail of the costs billed, shall be submitted on the individual Special Fund invoice tab of the Online WIC Invoicing Application.

#### PROCEDURES:

- A. The LA may receive special project funds through an application submitted to and approved by the state agency.
- B. As these funds are specially designated, they must be:
  1. Used for the project exclusively.
  2. Tracked separately from other costs.
- C. For Breastfeeding Peer Counseling allowable expenditures, refer to "Guidelines for Allowable Items for Reimbursement for Breastfeeding Peer Counseling Project(s)" in the Breastfeeding Peer Counseling Training Manual.
- D. Other special projects shall be budgeted and billed according to the approved contract between the State agency and the LA, and detailed instructions from the state agency.
- E. The LA shall bill for special projects as follows:
  1. Report expenditures for allowable items on the Online WIC Invoicing Application tab under the applicable Special Funds, i.e. WIC Breastfeeding Peer Counseling Project(s), Outreach Enhancement Project, etc. Reimbursement will be based on this online invoice.
  2. The costs must be billed monthly.
  3. When documenting costs for personnel compensation and benefits, it must detail:
    - a. Names and titles.
    - b. Hours worked.
    - c. Salary and benefits value.
  4. Description of non-personnel compensation costs items must be detailed in the "Remarks" section on the individual special fund invoice. Examples of non-personnel compensation cost items are office supplies, conference and training, travel, etc.
- F. Documentation of costs and expenditures must be retained as follows:

1. Auditable personnel compensation and benefits records as defined in the [5.1.020](#) and [5.1.030](#).
  2. Other source documentation as applicable to the specific project line item. Refer to [5.1.040](#) and [5.1.090](#).
  3. The LA shall enter the title of the specific project on any source documentation related to special funds.
- G. Special funds awarded for Breastfeeding Promotion should have amounts charged in both the "Actual Operational Costs" and the "Nutrition Education Portion" columns of the invoice. Special funds awarded for other project, e.g. Outreach, may have chargeable amounts in the "Nutrition Education Portion" column based on the approved budget.