

VII. Caseload Management

7.1.020 Contracted Caseload Participation

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POLICY: The local agency (LA) shall contract to serve the state agency (SA) projected annual caseload budgeted in the local agency plan (LAP).

The LA shall provide a written request to the SA prior to a planned reduction in service for any purposes deemed necessary by the LA. Such request must be submitted sixty (60) days prior to the implementation and must include a plan for achieving the caseload reduction.

PROCEDURES:

- A. The SA projects an annualized caseload of participants to be served for each LA based upon:
 1. Current rate of increase or decrease of LA participants served.
 2. LA's share of statewide caseload based on SA percent of historical LA performance projections, including projected growth or decline based on anticipated funding.
- B. The LA shall develop a LAP that describes how the agency will provide efficient, quality service to the allocated caseload.
- C. Each month the participant data system counts all of the following participants who receive program benefits.
 1. Women, infants, and children for whom a full or pro-rated food package is issued.
 2. Breastfed infants who did not receive a food package because their mothers requested no supplemental formula.
 3. Partially breastfeeding women, who requests after 6 months postpartum, more than the maximum of formula allowed for a partially breastfed infant will no longer receive a food package but continues to be counted as a WIC participant.
- D. The SA reserves the right to reallocate funds based on cumulative caseload of participants served documented in the WIC program data system and projected caseload of participants served. Caseload participation is defined as the number of program participants served during the contract year.
 1. The SA may adjust the annualized contract caseload participation with either an increase or decrease based on a review of participants served at the end of each quarter or more frequently.
 - a. Any increase or decrease in caseload participation shall be communicated in writing.
 - b. The LA will be allocated an annualized caseload and reimbursed based on actual expenditures during the month, not to exceed the per participant rate

for each participant receiving service as stated in the contract.

- c. Reviews of the caseload served and projected may result in contract caseload funding adjustments.
2. The LA shall provide a written request to the SA prior to a planned reduction in service for any purposes deemed necessary by the LA. Refer to [11.1.040](#).
 - a. Such request must be submitted sixty (60) days prior to the implementation and must include a plan for achieving the caseload reduction.
 - b. Upon written approval by the SA, the LA is responsible for notifying current WIC participants and other affected LAs of the proposed caseload reduction and completing the work to transfer participants.