

General Volume
Funding Accountability Section

WIC Equipment: Temporary Loan, Repair and Replacement (1.05100)

ER# 1.05100

Authority 2008 7CFR 246.6(b)(1) and 246.16(d)(2)
Issued 1/93
Revised 10/09

POLICY: The Local WIC Provider (LWP) shall be responsible for assuring equipment purchased with WIC funds or purchased by the State WIC program and placed for use in a LWP's facility, are available to conduct WIC Program services.

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

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

PROCEDURES:

State WIC Program-owned Equipment:

- A. The LWP is responsible for appropriate security and use of any state-owned equipment while it is in the possession of the local WIC provider.
- B. If any state-owned WIC equipment is damaged, lost, stolen or becomes unusable while in the possession of the LWP, repair or replacement will be handled as follows:
 1. The State WIC office 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 LWP's control.
 2. The local WIC provider must pay from non-WIC funds for replacement or repair of the equipment when due to local WIC provider negligence or other circumstances within the local WIC provider's control.

Local WIC Provider-owned Equipment:

- A. When dealing with WIC-purchased equipment, the LWP will report problems and proposed steps to correct the problems to the State WIC office.
- B. The State WIC 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

[ER# 1.04100](#).

2. Equipment costs are billed on the line item appropriate to the purchase. Refer to [ER# 1.03900](#) and [ER# 1.04300](#).
- D. The LWP may request a budget amendment to repair or replace the equipment.
1. The State WIC office will give a budget amendment only if funding is available and projections show that the LWP will exceed the contract by the end of the fiscal year.
 2. If repair is more cost effective than replacement, but the LWP chooses replacement, then the budget amendment will be for no more than the cost of the repairs.
- E. The LWP must assure that all WIC functions continue to be done appropriately while the equipment is being repaired or replaced. The State WIC office will provide loaner computer equipment to the LWP; however, the State WIC office will not provide loaner health assessment equipment to the LWP.