

General Volume
Funding Accountability Section

Communication Lines with MOWINS (1.05300)

ER# 1.05300

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

POLICY: The local WIC provider (LWP) will work with the State WIC office to assure all clinic sites have proper communication to connect to the MOWINS servers.

PROCEDURES:

- A. When new communication lines are needed or when communication line changes are necessary, the local WIC provider will contact the state WIC office to discuss the need, based on caseload, type of clinic, number of clinic days, etc. The communication line(s) will be dedicated line(s) that only connect directly to the MOWINS servers.
- B. The state WIC office will contact ITSD. ITSD will verify the location with the local WIC provider and/or the state WIC office and place the order. The communication line must be ordered six weeks in advance of need.
- C. The cost for the installation and on-going use of the dedicated communication line(s) will be charged to the State WIC office.
- D. Any changes in number and/or location of the communication line, including removal, must receive prior approval from the state WIC office. The local WIC provider must work with a member of the state WIC staff to determine specific needs. The request must be received at the state WIC office six weeks in advance of need.