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GENERAL INFORMATION

WIC local agency (LA) staff are assigned one of the following roles to access the WIC LAP:

**WIC AGENCY** – Allows access to all areas of the LAP, including personnel and salary information; or

**WIC DATA ENTRY** – Allows access to all areas of the LAP, except personnel and salary information.

An Automated Security Access Processing (ASAP) request must be completed for any new user requiring access to the LAP. Instructions for completing the ASAP request are located at [http://health.mo.gov/living/families/wic/wiclwp/pdf/asap-instructions-for-lap.pdf](http://health.mo.gov/living/families/wic/wiclwp/pdf/asap-instructions-for-lap.pdf).

The WIC Operations Manual (WOM) contains policies that are used to help with the LAP application. Links to those WOM policies can be found throughout this instructional guide. In addition, help links can be found on each screen of the LAP to identify the information that is needed and where that information may be found.

The WIC LA must complete a LAP as outlined in [WOM Policy ER# 1.02700 Local Agency Plan](http://health.mo.gov/living/families/wic/wiclwp/pdf/asap-instructions-for-lap.pdf). The LAP helps an agency financially plan for the upcoming fiscal year. Once the LAP is reviewed and approved, it becomes a working operations and budget document.

The monthly invoicing that is done throughout the year is based on the entries made in the LAP.

Many entries from the previous year’s LAP will carry forward to the new federal fiscal year (FFY) LAP. Please be sure to review, edit, update, or delete entries as needed. The new FFY LAP cannot be edited after submission.

A submitted LAP lacking any of the required information will be rejected. Approval of the LAP is completed by the state agency (SA). **The completed LAP is due August 31st each year.**

The LA should focus on one, two, or at most three goals in the plan. This allows agencies to develop short- and long-term objectives and strategies to meet those goals.

The questions used by the technical assistance (TA) team in the LAP approval process immediately follow each section in this guide. These questions may be used as a final review prior to LAP submission.
IN-KIND COSTS

Section 12.6 of the WIC Local Agency Nutrition Services Contract Scope of Work requires the contractor to document and report when non-WIC program funds are used to meet contract requirements or to provide services. These funds must be for allowable expenses, be included in the LAP budget, and reported in the monthly billing as in-kind expenditures.

Enter all allowable WIC approved costs. Enter the amount to be paid with non-federal funds in the appropriate in-kind fields. The following LAP screens include fields to report in-kind funding: Nutrition Sessions; Employee Totals; and Line Items. In-kind entered on these screens also displays on the Local Agency Costs and Total Budget/Special Funding screens.

TO ACCESS THE LAP
(current and past FFYs)

Open the LAP application by clicking https://wicapp.dhss.mo.gov/pls/apex/f?p=117:LOGIN:3428640961927901:::::

The Agency Select screen displays after logging into the LAP and has a box titled Example LAPs. From the drop-down menu, select an agency size (small, medium, or large) and click the “View Example LAP” button to review a completed example LAP. Click the “Edit Example LAP” button to practice making entries and familiarize yourself with the application.

To begin working on the LAP, select your agency ID number from the drop-down menu. Click the “Access Next Year’s WIC LAP” button. To view past years’ LAPs, select your agency ID number from the drop-down menu. To the right of Submitted/Approved LAP(s), select the year you want to view, and then click the “Access (YEAR) LAP” button.

CHANGES TO THE FFY 2019 LAP

Screen appearance for the FFY 2019 LAP remains the same. Updates were made to improve functionality and user experience.
AGENCY INFORMATION

Local agency information from the LAP is posted on the SA WIC website for location and contact information. Make sure it is accurate when the LAP is submitted.

To enter Agency Information:

- Enter the legal business name of the LA contracting with the SA to provide WIC services;
- Enter the LA’s physical street address, which may be used for shipping and, if needed, a post office box for receiving mail;
- Enter the LA’s city and zip code;
- Enter the contact phone number for the LA using a 10-digit format (xxx)-xxx-xxxx;
- Enter the contact phone number (and extension, if needed) to reach the WIC clinic using a 10-digit format (xxx)-xxx-xxxx. This number is used as the LA contact number on the SA’s WIC website;
- Enter an emergency contact name and number that can be used any time of day by SA staff to contact the LA in the event of an emergency. Review WOM Policy ER# 3.00500 Disaster/Emergency Preparedness Plan. This information is mandatory, but not listed on the website, and is generally a cell phone number;
- Enter the secure fax number for the WIC clinic;
- Enter the days and hours when applicants and participants can receive WIC services. Include any special instructions, such as “call for an appointment”. If the site is administrative only, note “no onsite services available”;
- Enter the name of the LA Administrator or the organization’s executive responsible for the WIC contract and the email address for the person listed as the administrator;
- Indicate whether the LA uses social media to promote WIC services/activities;
- Indicate whether the LA provides hospital certifications. (A hospital certification is done at a hospital to enroll mothers and infants in WIC. Mothers and infants receive assistance with signing up for WIC at the hospital before they go home.);
- Indicate whether the LA site is located at a Head Start agency;
- Indicate if the main site and/or satellite sites have only one person performing all activities for certification, including issuing benefits; and
- Indicate whether or not the LA will bill for indirect costs. Information to assist LAs to decide whether or not to bill for indirect costs can be found in WOM Policy ER# 1.04500 Line Item: Indirect Costs.
THINGS TO CONSIDER

Has the LA entered the correct contact information (address, agency phone number, WIC clinic phone number, secure fax number, etc.)?

Has the LA entered an emergency contact name and number that can be used any time of day by SA staff to contact the LA in the event of an emergency?

Has the LA entered the days and hours the WIC clinic is open to see applicants/participants?

Has the LA entered an acceptable current name and email address for the agency administrator?
SATELLITES

Satellite clinic information is posted on the SA’s WIC website. Make sure it is accurate when the LAP is submitted.

To enter new Satellite information:

- Enter the name of the satellite site and the SA assigned satellite site ID#;
- Enter the satellite site’s physical street address, which may be used for shipping and, if needed, a post office box for receiving mail;
- Enter the satellite site’s city and zip code;
- Enter the contact number for the satellite site using the 10-digit phone number (Format = (xxx)-xxx-xxxx)). This number will show as a contact number on the SA’s WIC website;
- Enter the days and hours when applicants and participants can receive WIC services. Include any special instructions such as “call for an appointment.” If the site is administrative only, note “no onsite services available”;
- Indicate whether the satellite site provides hospital certifications;
- Indicate whether the satellite site is located at a Head Start agency;
- On the previous screen (Agency Information), if you answered the question “Does your agency have a site(s) where only one employee will do the entire participant certification, including issuing food benefits?” with “Main site and Satellite(s)” or “Satellite(s) only”, this question will also appear on the Satellites screen. Indicate whether the satellite site has only one person performing all activities for certification, including issuing benefits; and
- When all information is entered, click the “Add Satellite” button.
To update Satellite site information:

- Check the box in the first column for the row that is being updated. Update any of the required information;
- Click the “Update” button to save changes before moving on to another screen. Otherwise, changes entered will be lost.

To delete Satellite site information:

- Check the box to the left of the row that will be deleted;
- Click the “Delete” button.

THINGS TO CONSIDER

Is the satellite site ID number(s) correct?

Has the LA entered the satellite site’s contact information (address, phone number, extension, etc.) correctly?

Has the LA included the hours of operation for the satellite site(s)?
ATTACHMENTS

The Attachments screen contains documents that become a permanent part of the LAP for audit and historical purposes.

Required attachments are:

- Breast Pump Loan Agreement and Breast Pump Loan Policy;
  - WOM Policy ER# 6.05100 Breast Pump Policy.
  - Two separate attachments.
  - Deposit amount must be less than $50 and noted if collected.
  - Links to samples in the WOM policy.
- Complaint and Grievance Policy;
  - This policy is for applicants/participants/authorized representatives.
  - Having a staff policy is optional.
- Interpretive Services Policy;
  - WOM Policy ER# 1.05700 Local Responsibility: Civil Rights Compliance and Public Notification includes interpretative services.
  - Include how the service is contacted.
  - Specific instructions on how to use the service.
  - This service must be at no cost to the participant.
- Outreach Plan;
  - WOM Policy ER# 1.02100 Outreach.
  - Elaborate on details of the plan (give specifics).
  - Needs identification data in the LAP can help identify population needs.

If applicable to the LA, other required attachments may include:

- Contracts/MOU/Written Agreements;
  - WOM Policy ER# 1.04800 Local WIC Provider Outside Contracting.
  - Needs to be for the FFY the LAP is covering.
  - FFY is from October 1 to September 30.
  - May require two contracts if contract is based on calendar year.
- Cost Allocation Plans/Indirect Rate Agreement;
  - WOM Policy ER# 1.04500 Line Item: Indirect Costs.
  - Needed if your agency marked yes to the question "Does your agency want to use indirect funds?" on the Agency Information screen.
  - Few agencies use this option.
- Immunization MOA;
  - WOM Policy ER# 1.01800 Participant Referrals.
  - Used by non-local health department agencies.
- Nutrition Lesson Plan;
  - WOM Policy ER# 2.06400 Effective Nutrition Education: Standards, Participant-Centered Goals, Delivery Methods and Documentation.
- **Lesson Plan Worksheet** is found in the Technical Assistance Packet (TAP). Sheets are labeled at the bottom of the spreadsheet.

- **Separation of Duties:**
  - WOM Policy ER# 1.07000 Program Integrity.
  - Separation of Duties Exception Log.
  - A documented plan identifying the controls established to ensure program integrity is maintained.

- **Social Media Policy:**
  - WOM Policy ER# 1.02150 Social Media Communications and Outreach.
  - A social media policy is required when social media is used to promote WIC services/activities.
  - Policy needs to include all URL addresses for social media sites used.

If you use “Other” for the document type, ensure the document name reflects the type of document uploaded (e.g., Document Name: Common Area Maintenance; Document Type: Other).

A LAP without the required documents attached cannot be approved. You may go to previous years’ LAPs and view the documents from those years. If using a previous year’s documents, ensure the documents are updated and the document names are updated to reflect the current FFY.

**To add an attachment:**

- Enter a name for the document in the Document Name field;
  - **Document Name Examples:**
    - Hospital MOU
    - Registered Dietitian Agreement FFY 2019
    - ABCD WIC Agency Outreach Plan

- Select a Document Type from the drop-down menu;
  - Breast Pump Loan Agreement
  - Breast Pump Loan Policy
  - Complaint & Grievance Policy
  - Contracts
  - Cost Allocation Plans
  - Immunization MOA
  - Indirect Rate Agreement
  - Interpretive Services Policy
  - MOU/Written Agreements
  - Nutrition Lesson Plan
  - Other
  - Outreach Plan
  - Separation of Duties
  - Social Media Policy
• Use the Browse feature to find the Document Path Name. When you click the “Browse” button, a window will open allowing you to locate and select the file to upload from your computer;

• Click the “Save Attachment” button to add the document to the LAP.

Once the document is uploaded, it will appear in a table under the LAP Attachments heading. The table contains a “View” button which allows you to view the uploaded document, the Document Name column, the Document Type column, and a Delete column.

To delete the uploaded document from the LAP, click the X in the Delete column. The document will be automatically deleted.

As you attach required documents to the LAP, they will be removed from the Missing Required Attachment(s) list.
**THINGS TO CONSIDER**

Is the LA’s Breast Pump Loan Policy and Loan Agreement attached and does it conform to WOM guidelines?

Is the LA’s Complaint & Grievance Policy attached and does it conform to WOM guidelines?

Is the LA’s Interpretive Services Policy attached and does it conform to WOM guidelines?

Is the LA’s Outreach Plan attached and is it appropriate to the local population?

Are all contracts and agreements signed and do they have dates for the fiscal year the LAP is covering?

Is the Indirect Cost Rate Letter, or documentation of the rate, approved by the governing body, County Auditor, or similar authority attached?

Are nutrition and/or breastfeeding education lesson plans for group classes attached?

Are all required documents attached (e.g., Social Media Policy, Separation of Duties Plan)?
NEEDS IDENTIFICATION

The Needs Identification screen is a tool for tracking statewide concerns and identifying goals and nutrition sessions for the current contract year. The Needs Identification screen shows data for all years in the current 5-year plan. The previous year’s data is added each year to the 5-year plan. This data will assist in developing and tracking long-term goals, objectives, strategies, and outcomes.

The Needs Identification screen shows current service and potential eligibles and is also used to identify potential gaps in service to participants by ethnic background and program category. SA percent and LA percent columns are reported by the MOWINS data system. Evaluation of this data is essential for ongoing civil rights and equal access to service compliance.

The Needs Identification data have five areas: Health, Behavioral, Administrative, Language Preference and Potential Eligibles. Comparative SA and LA data identify needs that the LA will or will not address. Comments are entered in the comments field (e.g., the reason the need will be/not be an objective) for all health indices excluding Prematurity, Low Birth Weight, and Large for Gestational Age.

HEALTH INDICES

Breastfeeding Anytime
% of total infants that were ever breastfed

Breastfeeding Duration 6 months
% of total infants that were breastfeeding at 6 months

Breastfeeding Duration 12 months
% of total infants that were breastfeeding at 12 months

RF 113 - Obese (C) 2 - 5 years
- Children 2 to 5 years of age: BMI-for-Age \( \geq \) 95th percentile or weight-for-stature \( \geq \) 95th percentile.

Data Source - % of Children 2 - 5 years of age assigned RF 113 between July 1 and June 30 of Fiscal Year.

RF 114 - Overweight or At Risk of Overweight (I, C)
- Infant;
  - \(< 12\) months of age and born to a biological mother whose BMI \( \geq 30\) at the time of conception or at any point in the first trimester of pregnancy.
  - If the biological father is present and the biological father’s BMI \( \geq 30\) at the time of certification.
- Children 2 – 5 years of age;
  - If the BMI-for-age is \( \geq 85^\text{th} \) and \(< 95^\text{th}\) percentile based on data entered on the Height/Weight/Blood tab.
o If the weight-for-stature is $\geq 85^{th}$ and $< 95^{th}$ percentile based on data entered on the Height/Weight/Blood tab.

o Optional assignment by CPA if biological mother’s BMI is $\geq 30$ at the time of child’s certification.

o Optional assignment by CPA if biological father is present and the biological father’s BMI is $\geq 30$ at the time of certification.

Data Source - % of Infants and Children assigned RF 114 between July 1 and June 30 of Fiscal Year.

RF 201 - Low Hemoglobin/Low Hematocrit (P, B, N, I, C)

- Infants: 6 - 12 months of age: $< 11.0/33.0$ hgb/hct;
- Children: 1 < 2 years of age: $< 11.0/32.9$ hgb/hct;
- Children: 2 to 5 years of age: $< 11.1/33.0$ hgb/hct;
- Prenatal women
  - Non-Smoking - 0 to 13 weeks of gestation: $< 11.0/33$ hgb/hct; 14 to 26 weeks of gestation: $< 10.5/32$ hgb/hct; 27 to 40 weeks of gestation: $< 11.0/33$ hgb/hct.
  - Smoking Less than 1 (< 1) Pack per Day - 0 to 13 weeks of gestation: $< 11.3/34$ hgb/hct; 14 to 26 weeks of gestation: $< 10.8/33$ hgb/hct; 27 to 40 weeks of gestation: $< 11.3/34$ hgb/hct.
  - Smoking 1 to 2 (≥ 1 and ≤ 2) Packs per Day - 0 to 13 weeks of gestation: $< 11.5/34.5$ hgb/hct; 14 to 26 weeks of gestation: $< 11.0/33.5$ hgb/hct; 27 to 40 weeks of gestation: $< 11.5/34.5$ hgb/hct.
  - Smoking More than 2 (> 2) Packs per Day - 0 to 13 weeks of gestation: $< 11.7/35$ hgb/hct; 14 to 26 weeks of gestation: $< 11.2/34$ hgb/hct; 27 to 40 weeks of gestation: $< 11.7/35$ hgb/hct.
- Breastfeeding women;
  - Non-Smoking - 12 to 14 years of age: $< 11.8/35.7$ hgb/hct; 15 to 17 years of age: $< 12.0/35.9$ hgb/hct; 18 years of age or older: $< 12.0/35.7$ hgb/hct.
  - Smoking Less than 1 (< 1) Pack per Day - 12 to 14 years of age: $< 12.1/36.7$ hgb/hct; 15 to 17 years of age: $< 12.3/36.9$ hgb/hct; 18 years of age or older: $< 12.3/36.7$ hgb/hct.
  - Smoking 1 to 2 (≥ 1 and ≤ 2) Packs per Day - 12 to 14 years of age: $< 12.3/37.2$ hgb/hct; 15 to 17 years of age: $< 12.5/37.4$ hgb/hct; 18 years of age or older: $< 12.5/37.2$ hgb/hct.
  - Smoking more than 2 (> 2) Packs per Day - 12 to 14 years of age: $< 12.5/37.7$ hgb/hct; 15 to 17 years of age: $< 12.7/37.9$ hgb/hct; 18 years of age or older: $< 12.7/37.7$ hgb/hct.
- Nonbreastfeeding women;
  - Non-Smoking - 12 to 14 years of age: $< 11.8/35.7$ hgb/hct; 15 to 17 years of age: $< 12.0/35.9$ hgb/hct; 18 years of age or older: $< 12.0/35.7$ hgb/hct.
Smoking Less than 1 (< 1) Pack per Day - 12 to 14 years of age: < 12.1/36.7 hgb/hct; 15 to 17 years of age: < 12.3/36.9 hgb/hct; 18 years of age or older: < 12.3/36.7 hgb/hct.
Smoking 1 to 2 (≥ 1 and ≤ 2) Packs per Day - 12 to 14 years of age: < 12.3/37.2 hgb/hct; 15 to 17 years of age: < 12.5/37.4 hgb/hct; 18 years of age or older: < 12.5/37.2 hgb/hct.
Smoking more than 2 (> 2) Packs per Day - 12 to 14 years of age: < 12.5/37.7 hgb/hct; 15 to 17 years of age: < 12.7/37.9 hgb/hct; 18 years of age or older: < 12.7/37.7 hgb/hct.

Data Source - % of Women, Infants, and Children assigned RF 201 between July 1 and June 30 of Fiscal Year.

RF 101 - Underweight (P, B, N)
- Prenatal women: Pre-pregnancy BMI < 18.5;
- Breastfeeding and nonbreastfeeding women < 6 months postpartum: Pre-pregnancy or current BMI < 18.5;
- Breastfeeding women ≥ 6 months postpartum: Current BMI < 18.5.

Data Source - % of Women assigned RF 101 between July 1 and June 30 of Fiscal Year.

RF 111 - Overweight (P, B, N)
- Prenatal women: Pre-pregnancy BMI ≥ 25;
- Breastfeeding and nonbreastfeeding women < 6 months postpartum: Pre-pregnancy BMI ≥ 25;
- Breastfeeding women ≥ 6 months postpartum: Current BMI ≥ 25.

Data Source - % of Women assigned RF 111 between July 1 and June 30 of Fiscal Year.

RF 131 - Low Maternal Weight Gain – Prenatal with one fetus
- Low weight gain at any point in pregnancy, such that:
  - Prenatal weight plots at any point in her pregnancy below the bottom line of the appropriate weight gain channel for her respective pre-pregnancy weight category (Underweight < 18.5, Normal weight BMI 18.5 – 24.9, Overweight BMI 25 - 29.9, or Obese BMI ≥ 30).
  - A low rate of weight gain, based on the recommended weight gain range for her pre-pregnancy BMI category, such that:
    - In the 2nd and 3rd trimesters, singleton pregnancies: Pre-pregnancy weight categories weight gain per week (Underweight < 1 pound, Normal weight < 0.8 pound, Overweight < 0.5 pound, Obese < 0.4 pound).

Data Source - % of Prenatal Women with one fetus assigned RF 131 between July 1 and June 30 of Fiscal Year.
RF 132 - Maternal Weight Loss During Pregnancy – Prenatal only
- Any weight loss below pre-gravid weight during the 1st trimester (0 – 13 weeks gestation); or
- Weight loss of ≥ 2 lbs in the 2nd or 3rd trimester (14 – 40 weeks gestation).

Data Source - % of Prenatal Women assigned RF 132 between July 1 and June 30 of Fiscal Year.

RF 133 - High Maternal Weight Gain (P, B, N)
- Prenatal women (singleton pregnancy);
  - Weight plots at any point above the top line of the appropriate weight gain range for the respective pre-pregnancy weight category (Underweight < 18.5 BMI, Normal weight 18.5 – 24.9 BMI, Overweight 25 – 29.9 BMI, Obese ≥ 30).
  - A high rate of weight gain based on the pre-pregnancy BMI for the respective pre-pregnancy weight category, such that in the 2nd and 3rd trimester: Pre-Pregnancy Weight Classification Weight Gain per Week (Underweight > 1.3 pounds, Normal Weight > 1 pound, Overweight > 0.7 pound).
- Breastfeeding or nonbreastfeeding women (most recent pregnancy only) with one fetus: total gestational weight gain exceeding the upper limits based on her pre-pregnancy BMI weight classification as indicated in the table below:

<table>
<thead>
<tr>
<th>Categories</th>
<th>BMI Definitions</th>
<th>BMI Total Weight Gain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underweight</td>
<td>&lt; 18.5</td>
<td>&gt; 40 pounds</td>
</tr>
<tr>
<td>Normal Weight</td>
<td>18.5 – 24.9</td>
<td>&gt; 35 pounds</td>
</tr>
<tr>
<td>Overweight</td>
<td>25.0 – 29.9</td>
<td>&gt; 25 pounds</td>
</tr>
<tr>
<td>Obese</td>
<td>≥ 30</td>
<td>&gt; 20 pounds</td>
</tr>
</tbody>
</table>

Data Source - % of Women assigned RF 133 between July 1 and June 30 of Fiscal Year.

RF 142 - Prematurity (I, C < 24 months of age)
- Preterm: Delivery of an infant born ≤ 36 6/7 weeks;
- Early Term: Delivery of an infant born ≥ 37 0/7 and ≤ 38 6/7 weeks.

Data Source - % of Infants and Children < 24 months assigned RF 142 between July 1 and June 30 of fiscal year.

RF 141 - Low Birth Weight or Very Low Birth Weight (I, C < 24 months)
- Infants birth to 12 months of age and birth weight < 5 lb. 8 oz.;
- Children < 24 months of age and birth weight < 5 lb. 8 oz.

Data Source - % of Infants and Children < 24 months assigned RF 141 between July 1 and June 30 of Fiscal Year.
RF 153 - Large for Gestational Age (Infants)

- Infants birth weight is ≥ 9 pounds.

Data Source - % of Infants assigned RF 153 between July 1 and June 30 of Fiscal Year.

**BEHAVIORAL INDICES**

RF 371 - Maternal Smoking (P, B, N)

- Daily smoking of tobacco products, i.e., cigarettes, pipes, or cigars as reported on the Health Information tab.

Data Source - % of Women assigned RF 371 between July 1 and June 30 of Fiscal Year.

RF 904 - Environmental Tobacco Smoke (ETS) Exposure (P, B, N)

- Household Smoking field on the Demographics tab is checked yes, after the LA certifying staff has asked if anyone living in the household smokes inside the home.

Data Source - % of Women assigned RF 904 between July 1 and June 30 of Fiscal Year.

RF 372 - Alcohol and Illegal Drug Use (P, B, N)

- Alcohol:
  - Prenatal any consumption of alcohol as recorded on the Health Information tab.
  - Breastfeeding & nonbreastfeeding women:
    - Routine use of ≥ 2 drinks per day is recorded on the Health Information tab;
    - Binge drinking, i.e., drinks 5 or more (> 5) drinks on the same occasion on at least one day in the past 30 days; or
    - Heavy drinking, i.e., drinks 5 or more (> 5) drinks on the same occasion on five or more days in the previous 30 days.
  - Illegal Drug Use;
    - All women when they report use of any illegal drug.

Data Source - % Women assigned RF 372 between July 1 and June 30 of Fiscal Year.

**ADMINISTRATIVE**

Enrollment in WIC during the First Trimester

Data Source - % of total prenatal entry into WIC during the first trimester between July 1 and June 30 of Fiscal Year.

Prenatal Care Began during the First Trimester
Data Source - % of WIC Prenatals whose prenatal care began during the first trimester between July 1 and June 30 of Fiscal Year.

**Race & Ethnicity**
Data Source - # and % Race & Ethnicity from MOWINS data.
Caucasian, Black/African American, Asian, Native American, Pacific Islander, Hispanic, Reporting 2 or more races.

**Language Preference**
Data Source - # and % Spoken Language Preference and # and % Read Language Preference.
Albanian, Arabic, Bosnian, Chinese, Farsi, French, German, Italian, Russian, Somali, Spanish, Vietnamese, Other.

**Potential Eligibles**

**Contracted Monthly Caseload**
Monthly Caseload Number contracted at the beginning of the year.

**Average Monthly Caseload Served**
Calculated average based on Total Caseload for the year thus far, divided by the number of months so far in this FFY.

**% Served of Contracted**
Calculated by dividing the Average Monthly Caseload Served by the Contracted Monthly Caseload.

**MO HealthNet Prenatals Not on WIC**
Number of Prenatal MO HealthNet Participants not on WIC for the last MO HealthNet Reported Year. Click on the link to open a report table with numbers for all counties.

**THINGS TO CONSIDER**

Has the LA updated comments for the current year?
EVALUATIONS

Each year, the previous year's objectives are evaluated and the results are explained. For each objective in the previous year’s LAP, provide the evaluation method and explain measurable results of the evaluation. The results must be objective data and measurable as defined in the previous year’s plan.

Steps in the review process:
1. Compare current and previous year’s data which are relevant to the objectives (Crystal Reports, Needs Identifications, Customer Survey Results, etc.).
   a. Did the data result in an increase, decrease, or no change?
2. Provide explanations when interpreting data.
   a. Explain measurable results for the objective.
   b. Explain how strategies were or were not effective.
   c. List evaluation method used (Crystal Reports, Needs Identifications, Customer Survey Results, etc.).

To enter an evaluation:

- On the Evaluations screen, select the “View/Enter Evaluation” link; this will display the WIC Annual Objective Evaluation screen;

At the top is the goal and objective description. The previous year's evaluation will be displayed in the next table listing the FFY, evaluation comment from that year, and the LA employee who completed the evaluation.
In the Current Year’s Evaluation table, enter the evaluation method used and explain measurable results of the objective. From the Person Responsible column, expand the dropdown menu and select the name of the nutritionist completing the evaluation;

- Click the “Save” button to save your entry.

A message will appear at the top of the screen “Current year’s evaluation updated” to confirm the entry has been saved (scroll up to see the message if needed).

- To access the previous year’s annual evaluation of goals, go to the Goals/Objectives/Strategies screen and click on the “Goal Summary” button;
On the Goal Summary screen, click the “Details” button next to the goal to be reviewed. This screen will show a history of the previous evaluations of the 5 year plan.

THINGS TO CONSIDER

Has the LA explained if results were significantly different than planned?

Has the LA explained changes to be made in the future or if they plan to continue objectives?
GOALS

A goal is a statement of broad direction or purpose and is general in nature, with one or more related objectives. A goal is really about the final impact or outcome that the program wants to accomplish.

All LAs will be required to have a breastfeeding goal, which is to “Improve breastfeeding rates of Missouri WIC participants” and it will automatically display as Goal #1.

The LA can select from 2 additional broad goals:
- Improve health outcomes of Missouri WIC participants;
- Improve customer service to Missouri WIC participants.

Once a goal is added, it cannot be deleted. If a goal is added by error, enter “error” in the “Why Dropped” field.

- Determine if the LA will need to continue an existing goal, revise the goal for the next fiscal year, or if the goal will be dropped all together. Ensure the correct dates are entered.

To enter Goals information:

- Enter a date either in the “Continued Date or Complete Drop Date” column for the existing goal, if applicable. In the “Why Dropped” column enter revisions to the goal or indicate why the goal was dropped;
If adding a new goal this year, enter the start date in the “Start Date” column. The start date can be entered by selecting the calendar icon in the “Start Date” column or by entering 2 digits for the month and day and 4 digits for the year; and

Click on the “View/Enter Objectives” link located in the last column.

**OBJECTIVES**

Objectives start with phrases such as ‘to increase’, ‘to decrease’, or ‘to maintain’ and indicate the direction of the improvement expected. The objective represents a step toward accomplishing a goal. Objectives must be measurable and include a statement, ‘from (measurement indices) to (measurement indices) by (specific date)’.

**Example:** “To reduce anemia from 18% to 16% in pregnant women identified at risk by June 30, 2019.” One exception to objectives, including a measure, is when baseline data does not exist. Developmental objectives should be written with a target for improvement without using the ‘from () to () by ()’ format. Developmental objectives require initial strategies that address the need to determine baseline data.

At the top of the screen is the Goal Description selected. To the right of the Goal Description are two buttons. One button is labeled “Return to Goals” and the other one is labeled “Toggle to Needs Identification”. Clicking on either button will allow toggling back and forth between screens.

The LA determines whether to continue with an existing objective or add a new objective. Objectives entered last year are displayed in the “Objective” column. Enter a date either in the “Continued or Revised Date or Completed or Dropped Date” column for the objective, if applicable. In the “Why Dropped or What Revision Made” column, enter the revision or indicate why the objective was dropped. In the “Person Responsible” column, select the name of the person who is responsible for ensuring this objective is completed from the drop-down menu.

**To enter Objective information:**

- To enter a new objective, click on the “Enter New Objective” link (button shown in previous screen);
• An empty row will be added to the existing objectives table. Enter the objective for the goal in the “Objective” column. In the “Start Date” column select or enter a start date for the objective. The start date can be entered by selecting the calendar icon in the “Start Date” column or by entering 2 digits for the month and day and 4 digits for the year; and
• Remember to click the “Save” button after updating this screen.

Click on the “View/Enter Strategy” link located in the last column (see screen shot above) to add your strategies.

This will take you to the “Strategies” screen.

STRATEGIES

Strategies should include an action verb and the means to accomplish the objective. When constructing strategies be sure to include when the strategy will be completed. Example: “During the fiscal year, introduce 12345 FIT-TASTIC to parents of children over two and encourage them to use the 12345 FIT-TASTIC actions in their daily lives”, or “An annual breastfeeding training will be provided at a one hour Lunch and Learn session in <month> for all WIC staff.”

Strategies used to accomplish the objectives identified should involve more than what is done during certifications and initial education contacts or general group education sessions. Activities could include extra staff training, extra targeted participant contacts, outreach, special speakers, take-home information, or other activities that would have an impact on the objective above the basic recommendations.

At the top of the screen are the Goal Description and Objective Description that were selected. To the right of the Goal Description are three buttons. The buttons are labeled “Return to Goals”, “Return to Objectives”, and “Toggle to Needs Identification”. Clicking on any button will toggle back and forth between screens.

The lower half of the screen is the WIC Strategies section. The LA determines whether to continue with the existing strategies or if a new strategy will be added. The strategies entered last year are displayed in the screen for this objective. The “Strategy” column contains the description of the activities the LA identified last year for this specific goal and objective. Enter a date either in the “Continued or Revised Date” or “Completed or Dropped Date” column. If revising or dropping a strategy, enter an explanation in the “Why Dropped or What Revisions Made” column.
To enter Strategy information:

- Click on the “Enter New Strategy” button to add a new row to the WIC Strategies Table;

  - Enter the activity in the “Strategy” column;
  - In the “Start Date” column, select or enter a start date for this strategy. The start date can be entered by selecting the calendar icon in the “Start Date” column or by entering 2 digits for the month/day and 4 digits for the year; and
  - Click the “Save” button after updating this screen.

After reviewing or adding a strategy, return to the Objectives screen and complete these steps for each objective listed.

**THINGS TO CONSIDER**

**Objectives:**

Do the objectives include a “from” and “to” statement?

Has the LA included a timeframe for completion of the objective?

Has the LA listed an appropriate person to be responsible for overseeing the objective?

**Strategies:**

Are the strategies a means to accomplish the objective?
Do strategies include more than normal WIC procedures?

Are the strategies appropriate for the WIC Program?
NUTRITION SESSIONS

The Nutrition Sessions screen is required only for group nutrition education. Information entered here transfers to the Nutrition Materials line item on the Line Items screen.

See Missouri WOM Policy ER# 2.06400 Effective Nutrition Education: Standards, Participant-Centered Goals, Delivery Methods and Documentation for guidelines on Nutrition Education Session contacts and documentation.

Indicate the nutrition education topic to be recorded in the participant’s record. Please note that there have been some updates to the nutrition topics below. Nutrition Topics listed in the MOWINS system are listed below:

- Adolescent Prenatal Nutrition
- Benefits of Nutrition Education
- Beverages
- Breastfeeding Challenges
- Breastfeeding Nutrition
- Child Nutrition/Feeding 3 - 5 Yr.
- Cooking with Kids
- Dietary Guidelines
- Eating Out
- Exit Counseling
- FIT WIC
- Folic Acid
- Food Labels
- Food Security
- General Breastfeeding Nutrition
- General Infant Nutrition
- General Prenatal Nutrition
- Healthy Meal Planning
- High Risk Breastfeeding Nutrition
- High Risk Infant Nutrition
- High Risk Prenatal Nutrition
- Importance of Health Care
- Iron
- My Plate
- Nutrition/Feeding 0 - 1 Month
- Nutrition/Feeding 4 - 5 Months
- Nutritionist Not Available
- Other (See General Notes)
- Physical Activity
- Pregnancy Concerns
- Referral Services
- Self-Paced Learning Module
- Smoke Exposure
- Alcohol/Substance Abuse
- Benefits of WIC Foods
- Breastfeeding Advantages
- Breastfeeding Education
- Breastfeeding Education
- Child Nutrition/Feeding Toddler 1 - 2 Yr.
- Complementary Feeding
- Dairy
- Discussion of WIC Risk Factors
- Email Counseling
- Family Mealtime
- FNEP (See General Notes)
- Food Allergy
- Food Safety & Preparation
- Fruits and Vegetables
- General Child Nutrition
- General Postpartum Nutrition
- Growth and Development
- Healthy Snacks
- High Risk Child Nutrition
- High Risk Postpartum Nutrition
- Homeless Nutrition Education
- Inappropriate Nutrition Practices
- Lead Poisoning Prevention
- Nutrition Education Follow Up
- Nutrition/Feeding 1 - 3 Months
- Nutrition/Feeding 6 - 11 Months
- Oral Health
- Peer Counselor Breastfeeding Class
- Portion Sizes
- Prenatal Nutrition
- Rights and Responsibilities
- Smart Shopping
- Smoking
To enter Nutrition Sessions information:

- Select the month the session is available from the drop-down menu, or use Ongoing if availability is not limited. If the session is available in multiple months, add for each month;
- Select a Nutrition Education Topic from the drop-down menu;
- Enter the group session title. (e.g., Nutrition Education Topic: Food Safety & Preparation; Group Session Title: Keep the food you prepare at home both delicious and safe.);
- Select the Cost Type from the drop-down menu;
  - Food;
  - Printing/Copying;
  - Purchased Pamphlets/Books;
  - Educational Props (Breastfeeding Dolls, Breastfeeding Models, Flip Charts, Teaching Models, Power Point Presentations, Posters, Audio Visual Aids, Food Models);
  - Staff Resource Materials (Peer Review Nutrition and Breastfeeding Books, Magazines, Journals and Newsletters);
  - Breastfeeding Aids (Breast Pumps, Pumping Kits, Breast Shields, Nursing Bras, Nursing Pads); or
  - Not Applicable;
- Enter the estimated cost of the session;
- Enter a justification for this purchase;
- Enter in-kind funding, if applicable; and
- Click the “Add Session” button to save.
To update Nutrition Sessions information:

- Check the box, in the first column, for the row that is being updated. Update any of the required information; and
- Click the “Update” button to save changes before moving on to another screen. Otherwise, changes entered will be lost.

To delete an entry:

- Check the box, to the left, of the row that will be deleted;
- Click the “Delete” button.

THINGS TO CONSIDER

Has the LA provided the necessary justification for each item?
Is the cost allowable per policy?

Are the appropriate MOWINS Nutrition Education Topics entered for each session?

Does alternative education meet policy requirements?
EMPLOYEES

Information from the Employees screen transfers to several other screens where employee information is listed. If an employee is not listed on a following screen, return to this page and add them.

Enter the names of all employees who work in WIC including staff paid through special funding (e.g., Breastfeeding Peer Counselors) and contracted employees for whom hours will be entered on the Employee Hours screen.

Contracted employee(s) salary information on this screen will be $0. Salary information is entered on the Contract Services line item.

Do not list titles or job roles in the employee name field; there are separate fields for this information.

### Employees

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</tr>
</tbody>
</table>

**To add a new employee:**

- Click the “Add Employee Name” button;
- Enter the employee name;
- Select the employee’s role for WIC from the drop-down menu. The hierarchy to be used when an employee has more than one role in an LA is: Nutritionist, CPA, WIC Certifier, and then HPA;
- If applicable, select credentials from the Credentials list. You may select more than one credential by holding down the CTRL key while selecting choices. Credentials currently tracked include:

  Breastfeeding Peer Counselor (BFPC);
Dietetic Technician Registered (DTR);
International Board Certified Lactation Consultant (IBCLC);
Licensed Dietitian (LD);
Licensed Practical Nurse (LPN);
Nurse Practitioner (NP);
Nutritionist (Nutr);
Registered Dietitian (RD);
Registered Nurse (RN);

- Select the rate type from the Rate Type drop-down menu. This is the method used to calculate the employees’ annual salary. The rate type you select here transfers over to the invoicing system.

Rate Types correlate to the following pay periods each year:

- Monthly – 12;
- Semi-Monthly – 24;
- Weekly – 52;
- Annually – 1;
- Bi-Weekly – 26;
- Hourly – 2080;

For Hourly employees, enter the total number of estimated hours the employee will work for the year. (For example: if a BFPC will work 20 hours per month, take 20 hours x 12 months = 240 hours for the year).

Salary Rate 1: Start with the employee’s salary rate at the beginning of the FFY, October 1. **Enter the full salary for this person, not just the WIC portion.** The WIC portion of salaries will be calculated later. Enter the number of pay periods you expect the employee to be paid at this first rate using the number of pay periods for the rate type as shown above.

Salary Rate 2: If applicable, enter the salary rate after an increase from the original rate, and enter the number of pay periods remaining in the FFY you expect the employee to be paid at this rate.

Salary Rate 3: If applicable, enter the salary rate after an increase from Salary Rate 2 and enter the number of pay periods remaining in the FFY you expect the employee to be paid at this rate.

- Use the “Save” button to add this employee.
To update employee information:

- Click the “Edit” button to the left of the row;
- Make changes to the information and save using the “Apply Changes” button;
- If you see a %null% in the role column, this indicates you need to edit the employee record and select the employee’s role from the drop-down menu.

To delete an employee:

- Select the “Edit” button to the left of the row;
- Use the “Delete” button to remove.
Employees listed on this screen will also be listed on the Employee Benefits, Staff/Roles, Employee Hours, Employee Totals, and Summary screens. If an employee is listed more than once on this screen, information will not transfer to the employee hours or the employee totals screen.

**THINGS TO CONSIDER**

Has the LA listed all WIC employees?

Has the LA ensured employee names are not duplicated?

Has the LA entered credentials correctly?

Has the LA completed the salary rate fields appropriately?

Does the total number of pay periods add up to the annual total for the rate type?

Do the salaries look appropriate for the rate type?

Are RD licenses current with the Division of Professional Registration and RN licenses current with Nursys (located at [https://www.nursys.com/](https://www.nursys.com/))?
EMPLOYEE BENEFITS

Guidelines for WIC allowable benefits can be found in the WOM Policy ER# 1.03500 Line Item: Personnel Benefits.

There are three sections to the Employee Benefits screen:

1. The first section (left side) allows entry of benefits calculated as a percentage of the employee’s salary (e.g., taxes, retirement). Benefits entered in these columns are deducted from the caseload budget. Individual employees may have different rates for the same type of benefit.
2. The next (middle) section allows entry of benefits calculated as annual dollar amounts (e.g., health, dental, life, disability insurance, etc.). Benefits entered in these columns are deducted from the caseload budget. Individual employees may have different annual dollar amounts for the same type of benefit.
3. The last section (right side) allows entry of benefits calculated as dollar amounts that are paid from Special Funding 1, 2, 3 and 9. Benefits entered in these columns are deducted from the Special Funding budget. This information will display in the Special Funding line items detail when you click the “View/Enter” button on the Line Items Screen for these funding categories.

Enter the total annual amount of benefits for an employee in the appropriate sections. All benefits except the portion to be paid from Special Funding are entered in the percent and dollar columns. The portion to be paid from WIC funding is determined on another screen. Benefits entered in the special funding columns are paid entirely from Special Funding.

To enter Employee Benefits information:

Benefits Section 1:
- The first column already has the Social Security and Medicare percentage rate entered (7.65%). To modify this percentage, type the correct percentage in the field;
- Click the “Edit Column Headings” button to label/update each column needed;
- Click the “Save Column Headings” button to save changes; and
- Enter/update the remaining percentage columns using the rate for each benefit based on percentage of the total salary. When entering the percentage, enter all digits as the figure is to appear on the screen (e.g., for 4.338%, type 4.338).

The “Total Percent” column is automatically calculated (sums columns Social Security and remaining Percentage columns). The “Subtotal Percentage Amounts” column is automatically calculated (“Total Percent” column times Salary).

Benefits Section 2:
- Click the “Edit Column Headings” button to label/update each column needed;
- Click the “Save Column Headings” button to save changes;
• Enter/update the annual dollar amount for each type of benefit.

The “Subtotal Annual Dollar Amounts” column is automatically calculated (Total of all Dollar Amount columns). Note: If the benefit is reported in the Percentage columns as a percentage, do not include the dollar value. This will result in duplicate reporting.

Benefits Section 3:
• Enter/update the annual dollar amount of benefits paid from Special Funding 1, 2, 3, or 9, if applicable.

Save entered data:
• Click the “Update” button to save.

“Total Annual Benefits” is automatically calculated from the “Subtotal Percentage Amounts”, “Subtotal Annual Dollar Amounts” and “Subtotal Special Funds” columns. The “Total Annual Benefits” amount is automatically populated in the Employee Totals Screen.

THINGS TO CONSIDER

When using the dollar amount method, have the amounts been annualized?

Has the LA ensured there is no duplication on the dollar-amount and percentage-amount benefits?
STAFF ROLES

The SA maintains an email listing for the following required positions:

- WIC Coordinator
- Nutrition Coordinator
- Breastfeeding Coordinator
- Retailer Coordinator
- National Voter Registration Act (NVRA) Liaison
- Anthropometric Skills Validator

A primary e/mail address is a required field for these positions. The direct telephone number (and extension, if needed) is required for the WIC Coordinator, Nutrition Coordinator, Breastfeeding Coordinator, Retailer Coordinator, NVRA Liaison, and Anthropometric Skills Validator roles.

Optional positions are:

- Fiscal Liaison
- Breastfeeding Peer Counseling Coordinator

To enter Staff/Roles information:

- Select a name from the drop-down menu for each role (If unable to find the name in the drop-down menu, return to the Employees screen and add the employee);
- Enter a primary email address for each position;
- Enter a phone number for each position; and
- Click “Save Coordinators” button at the bottom of the screen to save changes.
Roles from this screen display on the Employee Hours screen, so assign roles for staff paid through WIC funds.

THINGS TO CONSIDER

Does the LA have a nutritionist listed in active personnel?

Do the Nutrition and WIC Coordinator have an LA email address?

Does the LA have necessary personnel listed in positions to provide appropriate services?

Are the CPA’s listed as an RN or Nutritionist?
EMPLOYEE HOURS

The Employee Hours screen is used to calculate the WIC portion of salary and benefits for each employee paid from WIC Administrative Contract and Special Funding based on the number of hours worked in WIC per month.

There are two sections in the Employee Hours screen. The first section (left side) lists the number of hours per month paid from Administrative Contract funding for each employee in one of the four WIC categories: Program Management; Client Services; Nutrition Education; and Breastfeeding Support/Promotion. The second section (right side) lists the number of hours paid from Special Funding for each employee in each special funding area.

Hours in each category/special funding area are reported to United States Department of Agriculture (USDA), so it is important to understand how these hours are classified. Use the following list as a guide for the types of tasks or functions related to the first section of WIC category hours.

**WIC Program Management Hours - Time in this category is time spent:**
- Managing clinics, caseload and finances;
- Preparing and submitting of the Administrative Cost Report (ACR/online invoice);
- Preparing and evaluating the LAP;
- Conducting outreach activities (NOT related to Breastfeeding Promotion and Support);
- Participating in approved continuing education activities;
- Reviewing and using reports;
- Performing supervisory duties;
- Documenting WIC services provided to WIC participants for reports;
- Reading WIC Updates and emails/guidance from the SA; and
- Attending general WIC or MOWINS training not related to nutrition education or breastfeeding promotion and support.

**WIC Client Service Hours – Time in this category is time spent:**
- Assessing for eligibility and certification information;
- Issuing and printing food instruments;
- Processing transfers into or out of the LA;
- Referring the applicant/participant to social and/or community service programs;
- Interviewing participants regarding possible fraud or violations;
- Scheduling appointments;
- Following up on no show applicants/participants and rescheduling or mailing missed appointment cards;
- Providing information on the recommended immunization schedule appropriate to the current age of an infant/child and referral information for immunization services;
• Explaining local rules and regulations, especially those related to appointments and rescheduling process and procedures;
• Inquiring of the participant regarding problems in redeeming food instruments;
• Recording the appropriate supplemental food package;
• Recording the approval of special formulas according to SA policies and procedures;
• Assessing anthropometric and hematological measurements;
• Collecting the Nutrition Assessment questions (system) and health history; and
• Traveling to and from the satellite or off-site clinics.

**WIC Nutrition Education Hours – Time in this category is time spent:**
• Providing individual or group education sessions, including the planning and preparing for those sessions, and Nutrition Education evaluation;
• Delivering of or attending Nutrition Education training (that is NOT Breastfeeding Promotion and Support);
• Consulting with an SA Nutritionist relating to Nutrition Education;
• Developing and evaluating the nutrition portion of the LAP;
• Developing/procuring/reviewing the educational materials, or instructional curricula related to Nutrition Education (that is NOT related to Breastfeeding Promotion and Support);
• Tailoring of individual participant’s food package;
• Making comparisons of laboratory test results, anthropometric measures and or dietary intakes to establish a standard to determine basic nutrition counseling needed for specific participants; and
• Procuring interpreter and translator services to perform Nutrition Education activities.

WIC Certifiers should have only a minimal amount of time budgeted and coded to Nutrition Education. Appropriate activities for WIC Certifiers include providing initial nutrition education, prescribing standard food packages, entering initial nutrition assessment responses into MOWINS, and procuring and producing nutrition education materials (ordering or copying handouts, preparing bulletin boards, preparing mailings, etc.).

Time coded to nutrition education counts toward the required 16.7% nutrition education, therefore it is important that the TA Nutritionist monitor for appropriate use of this time coding.

**WIC Breastfeeding Support & Promotion Hours - Time in this category is time spent:**
• Delivering or attending training on Breastfeeding Promotion and Support that will directly benefit WIC participants;
• Providing direct participant services relating to breastfeeding;
• Participating in state and local planning committees dedicated to Breastfeeding Promotion and Support;
- Organizing volunteers and community groups to support Breastfeeding WIC participants;
- Conducting home visits or other actions intended to assist women to continue with an initial decision to breastfeed (that is not being entered on a Breastfeeding Peer Counseling special funding column of the online invoicing system);
- Evaluating breastfeeding initiatives;
- Developing or procuring educational materials, or instructional curricula related to Breastfeeding Promotion and Support;
- Traveling related to any of the above activities incurred by WIC;
- Delivering breastfeeding counseling (individual or in groups); and
- Performing Breastfeeding Coordinator functions.

All WIC staff may code time to Breastfeeding Promotion and Support (both on the LAP and the monthly invoice). Staff with an HPA, clerical, or WIC Certifier role should have a minimal amount of time budgeted and coded to Breastfeeding Promotion and Support. Appropriate activities for non-professional staff include procuring and producing breastfeeding promotion and support materials (ordering or copying handouts, preparing bulletin boards, preparing mailings, etc.).

Staff attending breastfeeding training or helping prepare for the training may code this time as breastfeeding promotion and support. Time coded to breastfeeding promotion and support counts toward the required 16.7% nutrition education, therefore it is important that the TA Nutritionist monitor for appropriate use of this time coding.

The “Role” column is the WIC role or job function and is auto-filled from entry on the Employees screen.

**To enter Employee Hours information:**

- Enter the total number of monthly hours each employee works at the LA. This entry may not exceed 173 hours;
- There must be a number value entered into the first column titled Total Number of Hrs./Month Working in Agency or an error message displays;
- Enter the monthly hours each employee works in each WIC category in the first section;
- Enter the number of monthly hours each employee spends working in each special funding category in the second section; and
- Use the “Update” button to save the entries/changes.
The sum of the amount of time entered in the WIC category columns (WIC Program Management Hrs./Month, WIC Client Services Hrs./Month, WIC Nutrition Ed. Hrs./Month, and WIC Breastfeeding Support & Promotion Hrs./Month) will automatically populate in the “Total Operations Hrs./Month” for each employee.

The column “% of Total Hours Spent on Operations” is automatically populated. This figure is found by dividing the number of “Total Operations Hrs./Month” by the “Total Number of Hrs./Month Working in Agency.”

The column “% of Total Hours Spent on Nutrition Ed. & BF Support” is automatically populated. This figure is found by adding the number of hours from the “WIC Nutrition Ed. Hrs./Month” + “WIC Breastfeeding Support & Promotion Hrs./Month.” This total is then divided by the “Total Operations Hrs./Month” number which gives the “% of Total Hours Spent on Nutrition Education and Breastfeeding Support.”

The sum of columns SF1 - SF9 will automatically populate in the “Total SF Hrs./Month” column.

The “SF % of Total Hours” is automatically populated. This figure is found by dividing the “Total SF Hrs./Month” by the “Total Number of Hrs./Month Working in Agency.”

The “Total WIC Hours” column automatically populates. This figure is found by adding the “Total Operations Hrs./Month” + “Total SF Hrs./Month.”

The column “% of Total WIC Hours” is automatically populated. This figure is found by dividing the “Total WIC Hours” by the “Total Number of Hrs./Month Working in Agency.”
THINGS TO CONSIDER

Do all staff listed have WIC hours showing?

Are functional hours appropriate to staff title?

Does the Nutritionist have hours listed in functions other than nutrition education?

Do staff with HPA, clerical, and WIC certifier roles have a reasonable number of WIC Nutrition Education and Breastfeeding Promotion and Support hours? If hours are more than 3% of the total hours working in WIC, document the reason in the comments field.

Are there Nutrition Education and Breastfeeding Promotion and Support hours listed for CPAs and nutritionists?

Are total employee hours appropriate for assigned caseload participation?
EMPLOYEE TOTALS

Total Annual Salary, Total WIC Salary, Total Annual Benefits and Total WIC Benefits are calculated and auto-populated from data entered on the Employees, Employee Benefits, and Employee Hours screens. This screen is for reporting any in-kind funds. In-kind funds are other sources of funding used to support WIC operations.

To enter In-Kind for WIC Salary/Benefits:

- Enter the portion of the employee’s salary that will be paid from other funding sources as “In-Kind WIC Salary.” This amount cannot exceed the amount listed in the “WIC Salary” column;
- Enter the portion of the employee’s benefits that will be paid from other sources as “In-Kind of WIC Benefits.” This amount cannot exceed the amount listed in the “WIC Benefits” column; and
- Use the “Update” button to save entries.

### Note:
It is highly recommended that Nutritionist and CPA salaries and benefits not be reported as in-kind to assist agencies in meeting the required 16.7% of WIC funding spent on nutrition education.

If the total costs to deliver services at the LA exceed the statewide allowable unit cost, the LA must show in-kind services in the budget proposal. In-kind services must be WIC allowable, proven, and documentable. Reporting in-kind expenses, if any, is required in the WIC Scope of Work. If in-kind expenditures are not planned for and reported, the SA does not officially know it exists. When reported, the SA may use the information to make a better case to USDA for additional rate-per-participant funding for the LA. At the end of the contract year, if the LA has not expended all funds available in the contract, it may reclaim expenses previously reported as in-kind.
THINGS TO CONSIDER

Are the in-kind amounts reasonable?

Has the LA avoided using in-kind for Nutritionist and CPAs salary and/or benefits, if possible, and instead reported as in-kind Clerical, HPAs & WIC Certifiers salary and/or benefits?
SUMMARY

The Summary screen is auto-filled with salaries, benefits, and hours from the previously completed Employees, Employee Benefits, Employee Hours and Employee Totals screens for each employee. The Totals box at the bottom of the screen provides the Total (WIC) Personnel Salary, Total WIC Personnel Benefits, and Total WIC Personnel Compensation and Benefits.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Total Monthly Dep't hrs</th>
<th>WIC Program Mobile hrs</th>
<th>WIC Client Service hours</th>
<th>Parent Education hrs</th>
<th>Total WIC hrs</th>
<th>Annual in-kind Salary</th>
<th>% of WIC Time</th>
<th>% of Total Salary</th>
<th>Total WIC Salary Costs</th>
<th>% of Total Cap &amp; Exp.</th>
<th>Total WIC &amp; Dep't Suppl.</th>
<th>Total WIC &amp; Dep't Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ana Brown</td>
<td>176.00</td>
<td>5.00</td>
<td>11.00</td>
<td>9.00</td>
<td>0.00</td>
<td>16.00</td>
<td>91.1%</td>
<td>$29,850.00</td>
<td>$2,716.00</td>
<td>0%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Carol White</td>
<td>104.00</td>
<td>12.00</td>
<td>40.00</td>
<td>9.00</td>
<td>0.00</td>
<td>52.00</td>
<td>50.0%</td>
<td>$24,729.00</td>
<td>$12,695.00</td>
<td>0%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Carine Jacobs</td>
<td>176.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>$24,729.00</td>
<td>$74.00</td>
<td>0%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Ellen Jones</td>
<td>176.00</td>
<td>0.00</td>
<td>18.00</td>
<td>6.00</td>
<td>35.00</td>
<td>2,111.00</td>
<td>20.5%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>50%</td>
<td>$43,170.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>176.00</td>
<td>0.00</td>
<td>1.00</td>
<td>1.00</td>
<td>3.00</td>
<td>41,025.00</td>
<td>1.7%</td>
<td>$0.00</td>
<td>$597.00</td>
<td>66.7%</td>
<td>$483.00</td>
<td>$152.00</td>
</tr>
<tr>
<td>Mary Doe</td>
<td>176.00</td>
<td>1.00</td>
<td>2.00</td>
<td>9.00</td>
<td>0.00</td>
<td>3.00</td>
<td>0.0%</td>
<td>$45,804.00</td>
<td>$779.00</td>
<td>0%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pam Dorge</td>
<td>176.00</td>
<td>0.00</td>
<td>8.00</td>
<td>5.00</td>
<td>18.09</td>
<td>44,049.00</td>
<td>10.2%</td>
<td>$0.00</td>
<td>$4,054.00</td>
<td>55.5%</td>
<td>$2,542.00</td>
<td>$860.00</td>
</tr>
<tr>
<td>Rhonda Barnes</td>
<td>176.00</td>
<td>0.00</td>
<td>1.00</td>
<td>1.00</td>
<td>3.00</td>
<td>42,111.00</td>
<td>2.9%</td>
<td>$0.00</td>
<td>$1,221.00</td>
<td>0.7%</td>
<td>$114.00</td>
<td>$229.00</td>
</tr>
<tr>
<td>Star Black</td>
<td>176.00</td>
<td>0.00</td>
<td>15.00</td>
<td>52.00</td>
<td>21.00</td>
<td>41,310.00</td>
<td>50%</td>
<td>$0.00</td>
<td>$20,655.00</td>
<td>83%</td>
<td>$117,140.00</td>
<td>$235.00</td>
</tr>
<tr>
<td>Tilly Carv</td>
<td>176.00</td>
<td>15.00</td>
<td>50.00</td>
<td>9.00</td>
<td>65.00</td>
<td>34,751.00</td>
<td>36.0%</td>
<td>$0.00</td>
<td>$12,695.00</td>
<td>0%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| Totals        |                          | Total Personnel Salary: $64,521.00 | Total WIC Personnel Benefits: $23,492.00 | Total WIC Personnel Costs & Benefits: $87,023.00 |

Total Personnel Salary is the total amount of the Annual WIC Salary for all employees less any in-kind salary amount.

Total WIC Personnel Benefits is the total amount of the Annual WIC Benefits for all employees less any in-kind benefit amount.

Total WIC Personnel Compensation and Benefits is the sum of Total Personnel Salary and Total WIC Personnel Benefits.
LINE ITEMS

The LA budget for allowable WIC expenditures is entered on the Line Items screen. The amount displayed for each Line Item is shown on the main screen as a read-only field. The Total Line Item, Nutrition Education Portion, and In-Kind Amount are determined based upon the entries made when selecting the “View/Enter” button next to each Line Item. The screen that appears after selecting these buttons allows for entries of detailed information regarding the costs associated with each Line Item. In-kind amounts entered for this detailed information affect the “WIC Reimbursed Cost”, which is the amount displayed in the “Total Line Item $'s” column on the Line Items screen. In-kind amounts directly affect the total billable amount for that Line Item.

Refer to the WIC Operations Manual, General Volume, Funding and Accountability Section for what is allowed under each line item and any documentation required.

Contract Services – Review [WOM Policy ER# 1.03600 Line Item: Contract Services] - The LA shall use the Contract Services line item to budget allowable expenses for contracts with other agencies or with individuals providing nutrition services and/or interpretive services.

A signed and dated contract between the LA and the subcontractor or individual is submitted as an attachment on the Attachments screen.

To enter contract services information:

- Click the “View/Enter” button to open the Contract Service Input screen;

<table>
<thead>
<tr>
<th>Contract Services</th>
<th>Total Line Item $'s</th>
<th>Nutr. Ed. Portion $'s</th>
<th>In-Kind Amount</th>
</tr>
</thead>
</table>

- Complete the information for each service;
- Cost is the total cost of the service provided;
- NE Portion is that amount of the cost that can be claimed as nutrition education;
- In-Kind Amount is that amount of the cost that will be paid from other funding sources;
- NE In-Kind Amount is that amount of the NE Portion that will be paid from other funding as in-kind; and
- Use the “Add Contract” button to save.
To update contract services information:

- Enter any changes to the information already displayed in the Contract Services table; and
- Use the “Update” button to save.

To delete an entry:

- Check the box to the left of the entry; and
- Use the “Delete” button to remove.

To return to the Line Items screen, click the “Back” button at the bottom of the Contract Services screen.
THINGS TO CONSIDER

Are services allowable costs per policy?

Has the LA included a nutrition education portion on items if appropriate?

Has the LA ensured the contracted person does not also have salary entered on the Employees screen?

Has a copy of the signed and dated contract been reviewed? Is a signed and dated copy of the contract attached?

Conferences and Training – Review WOM Policy ER# 1.03700 Line Item: Conference and Training – The LA shall budget all non-personnel costs for approved conferences and trainings on the Conferences and Training line item. Personnel costs associated with conference and training shall be shown in the line items for personnel compensation and benefits. Nutrition contractor costs associated with conference and training shall be shown in the line item for contract services.

To enter conferences and training information:

- Click the “View/Enter” button to open the Conferences and Training Input screen;

  - Complete the information for each conference or training;
  - Registration Fee is the total cost of registration fees for the number of employees attending the conference or training;
  - Meals is the total cost of all meals for each employee attending the conference or training;
  - Mileage is the total cost for transportation provided by personal vehicles either at the current IRS rate for mileage reimbursement or the mileage reimbursement rate set by the LA’s internal policy, whichever is lower. Fares include the cost of taxi, shuttle or other transportation when traveling;
  - NE Portion is that amount of the conference or training that can be claimed as nutrition education;
  - In-Kind Amount is that amount of the conference or training that will be paid from other funding sources;
  - NE In-Kind Amount is that amount of the NE Portion that will be paid from other funding as in-kind; and
  - Use the “Add Event” button to save.
To update conference and training information:

- Enter any changes to the information already displayed in the Conferences & Training table; and
- Use the “Update” button to save.

To delete an entry:

- Check the box to the left of the entry; and
- Use the “Delete” button to remove.

To return to the Line Items screen, click the “Back” button at the bottom of the Conferences & Training screen.
THINGS TO CONSIDER

Has the LA listed the name and/or title of persons attending?

Has the LA included a nutrition education portion on items if appropriate?

Are all Conferences and Trainings allowable costs per policy?

Are all Conferences and Trainings listed?

If WIC Coordinator, Nutrition Coordinator, or other mandatory training conducted in Jefferson City is listed, the SA reimburses the LA for the hotel cost up to the CONUS rate. Hotel costs should not be included for these trainings.

**Travel** – Review WOM Policy ER# 1.03800 Line Item: Travel – The LA shall budget all travel for WIC operations, except for travel related to conferences and training, on the travel line item.

**To enter travel information:**

- Click the “View/Enter” button to open the Travel Input screen;

<table>
<thead>
<tr>
<th>Travel</th>
<th>S0</th>
<th>S0</th>
<th>S0</th>
<th>View/Enter</th>
</tr>
</thead>
</table>

- Complete the information for each instance of travel;
- Activity is the reason the travel will occur, such as attending district WIC meetings or travel between satellites;
- Person(s) Involved is the number of employees that will be traveling;
- Meals is the total cost of all meals for each employee traveling;
- Hotel Cost is the total lodging cost for the employees traveling;
- Mileage is the total cost for transportation provided by personal vehicles either at the current IRS rate for mileage reimbursement or the mileage reimbursement rate set by the LA’s internal policy, whichever is lower. Fares include the cost of taxi, shuttle or other transportation when traveling;
- NE Portion is that amount of the travel activity that can be claimed as nutrition education;
- In-Kind Amount is that amount of the travel activity that will be paid from other funding sources;
- NE In-Kind Amount is that amount of the NE Portion that will be paid from other funding sources; and
- Use the “Add Travel” button to save.
To update travel information:

- Enter any changes to the information already displayed in the Travel table; and
- Use the “Update” button to save.

To delete an entry:

- Check the box to the left of the entry; and
- Use the “Delete” button to remove.

To return to the Line Items screen, click the “Back” button at the bottom of the Travel screen.
THINGS TO CONSIDER

Has the LA included a nutrition education portion on items if appropriate?

Are all travel items allowable costs per policy?

Is the nutritionist’s percent of travel time consistent with percentage of nutrition hours to total hours?

Administrative Office Costs – Review WOM Policy ER# 1.04100 Line Item: Administrative Office Costs – The LA shall budget costs that do not fall into another specific category on the Administrative Office Costs line item.

To enter Administrative Office Costs information:

- Click the “View/Enter” button to open the Administrative Office Costs Input screen;

- Select a cost Category from the drop-down menu;
- Item Description is a description of the item purchased;
- Total Item Cost is the total cost of the purchased items;
- Select the Method the LA used to determine WIC’s portion of the costs from the drop-down menu;
  - Actual
  - Hours
  - Sq. Foot
  - Other
- Agency (Hrs./Sq. Ft.) is the total personnel hours or floor space used by the entire agency;
- WIC (Hrs./Sq. Ft.) is the total personnel hours or floor space used exclusively for WIC Operations; WIC % is the percentage of the total actual costs incurred for WIC operations. No entry is required as this will automatically be calculated when Hrs./Sq. Ft. is chosen as the Method and the “Add Item” button is selected;
- WIC Cost is the dollar amount of the total costs incurred for WIC operations. No entry is required as this will automatically be calculated when the actual, Hrs., or Sq. Ft. method is chosen and the “Add Item” button is selected;
- NE Portion is that amount of the Administrative Costs that can be claimed as nutrition education;
- Other Method Description is the description of the method used by the LA to figure WIC’s portion of administrative costs when “Other” is chosen from the Method drop-down menu;
• In-Kind Amount is that amount of the administrative cost that will be paid from other funding sources;
• NE In-Kind Amount is that amount of the NE Portion that will be paid from other funding sources; and
• Use the “Add Item” button to save.

To update Administrative Office Costs information:

• Enter any changes to the information already displayed in the Administrative Office Costs table; and
• Use the “Update” button to save.

To delete an entry:

• Check the box to the left of the entry; and
• Use the “Delete” button to remove.
To return to the Line Items screen, click the “Back” button at the bottom of the Administrative Office Costs screen.

**THINGS TO CONSIDER**

Are all items allowable costs per policy?

Has the LA included a nutrition education portion on items if appropriate?

Is there a method and a realistic calculation of WIC costs?

If method is Square Feet, are the figures realistic and consistent?

If method is Hours, are the correct total WIC hours and accurate LA hours used to include all employees who work at the LA?

If method is Other, has the LA explained the method and shown the calculation in the description?

If method is Actual Costs, is this realistically a separately incurred cost for WIC?

Are items identified in detail?

**Medical Materials** – Review [WOM Policy ER# 1.04200 Line Item: Medical Materials](#) – The LA shall budget items needed to do health assessments on the Medical Materials line item.

**To enter Medical Materials information:**

- Click the “View/Enter” button to open the Medical Materials Input screen;

  ![View/Enter Button]

  - Item Description is a description of the item purchased;
  - Total Item Cost is the total cost of the medical materials;
- Select the Method the LA used to determine WIC’s portion of the costs from the drop-down menu:
  - Actual
  - Hours
  - Sq. Foot
  - Other
- Agency (Hrs./Sq. Ft.) is the total personnel hours or floor space used by the LA;
- WIC (Hrs./Sq. Ft.) is the total personnel hours or floor space used exclusively for WIC Operations;
- WIC % is the percentage of the total actual costs incurred for WIC operations. No entry is required as this will automatically be calculated when the “Add Item” button is selected;
- WIC Cost is the dollar amount of the total costs incurred for WIC operations. No entry is required as this will automatically be calculated when the “Add Item” button is selected;
- Other Method Description is the description of the method used by the LA to figure WIC’s portion of the costs for medical materials when “Other” is chosen from the Method drop-down menu;
- In-Kind Amount is that amount of the medical materials that will be paid from other funding sources; and
- Use the “Add Item” button to save.
To update Medical Materials information:

- Enter any changes to the information already displayed in the Medical Materials table; and
- Use the “Update” button to save.

To delete an entry:

- Check the box to the left of the entry; and
- Use the “Delete” button to remove.

To return to the Line Items screen, click the “Back” button at the bottom of the Medical Materials screen.

**THINGS TO CONSIDER**

Are all items allowable costs per policy?

Is there a method and a realistic calculation of WIC costs?

If method is Square Feet, are the figures realistic?

If method is Hours, are the correct total WIC hours and accurate LA hours used to include all employees who work at the LA?

Are items listed separately?

If method is Other, has the LA explained the method and shown the calculation in the description?

**Facilities Costs** – Review [WOM Policy ER# 1.04400 Line Item: Facilities Costs](#) – The LA shall budget allowable space and utilities costs on the Facilities Costs line item.
To enter Facilities Costs information:

- Click the “View/Enter” button to open the Facilities Cost Input screen;

| Facilities Costs | $0 | $0 | View/Enter |

- Select a cost Category from the drop-down menu;
- Item Description is a description of the expense;
- Total Item Cost is the total cost of the expense;
- Select the Method the LA used to determine WIC’s portion of the costs from the drop-down menu;
  - Actual
  - Hours
  - Sq. Foot
  - Other
- Agency (Hrs./Sq. Ft.) is the total personnel hours or floor space used by the LA. No entry is required as this will automatically be calculated when the “Add Item” button is selected;
- WIC (Hrs./Sq. Ft.) is the total personnel hours or floor space used exclusively for WIC Operations;
- WIC % is the percentage of the total actual costs incurred for WIC operations. No entry is required as this will automatically be calculated when the “Add Item” button is selected;
- WIC Cost is the dollar amount of the total costs incurred for WIC operations;
- Other Method Description is the description of the method used by the LA to figure WIC’s portion of facilities costs when other is chosen from the Method drop-down menu;
- In-Kind Amount is that amount of the facilities costs that will be paid from other funding sources; and
- Use the “Add Item” button to save.
To update Facilities Costs information:

- Enter any changes to the information already displayed in the Facility Costs table; and
- Use the "Update" button to save.

To delete an entry:

- Check the box to the left of the entry; and
- Use the "Delete" button to remove.

To return to the Line Items screen, click the "Back" button at the bottom of the Facility Costs screen.
THINGS TO CONSIDER

Are all items allowable costs per policy?

Are all costs clearly defined; such as insurance—what kind of insurance?

Is there a method and a realistic calculation of WIC costs?

If method is Hours, are the correct total WIC hours and accurate LA hours used to include all employees who work at the LA?

If method is Square Feet, are the figures realistic?

If method is Other, has the LA explained the method and shown the calculation in the description?

Is each cost listed in Facilities Costs not duplicated in Administrative Office Costs?

Indirect Costs – Review WOM Policy ER# 1.04500 Line Item: Indirect Costs - A claim for indirect costs shall be supported by either a federally approved indirect cost rate agreement letter or an approved cost allocation plan. Indirect costs shall not exceed the federally negotiated indirect cost rate or the de minimis rate up to 10%. Cost must not be allocated as an indirect cost if any other cost incurred for the same purpose, in like circumstance, has been assigned as a direct cost.

No portion of the Indirect Cost line item is chargeable to nutrition education.

The Indirect Cost line item will not display unless the LA selects “Yes” to the question on the Agency Information screen “Does your agency want to use Indirect funds?”

To enter Indirect Cost information:

- Click the “View/Enter” button to open the Indirect Cost Input screen;

| Indirect Costs | $0 | $0 | View/Enter |

- Select the type of Indirect Cost Category from the drop-down menu;
- Item Description is a required entry, and can be as simple as the percentage used for the indirect rate;
- Total Cost is the total amount claimed for the expense. If using de minimis, a maximum amount will be displayed at the top of the Indirect Costs table;
• Calculation Description is a brief summary of the base used for the Indirect Rate the LA has claimed. For example, if an LA has a federally negotiated indirect rate agreement of 12.9% that states the base is direct salaries and wages including all fringe benefits, enter “direct salaries and benefits” in this field;
• WIC Cost is the dollar amount of the total indirect cost claimed for WIC operations;
• In-Kind Amount is that amount of the indirect costs that will be paid from other funding sources; and
• Use the “Add Item” button to save.

To update Indirect Costs information:
• Enter any changes to the information already displayed in the Indirect Costs table; and
• Use the “Update” button to save.

To delete an entry:
• Check the box to the left of the entry; and
• Use the “Delete” button to remove.
To return to the Line Items screen, click the “Back” button at the bottom of the Indirect Costs screen.

THINGS TO CONSIDER

Are all items allowable costs per policy?

Does the LA have a current HHS letter or documentation of indirect cost apportionment approved by their governing body, County Auditor, or similar authority? If so, is it attached to the LAP?

Has the LA used the correct percentage to calculate the cost? (Never over 10% of the other Line Item costs or maximum displayed unless documented in the Health and Human Services (HHS) letter.)

Equipment Purchases – Review WOM Policy ER# 1.03900 Line Item: Equipment Purchases – The LA shall budget for purchases of all health assessment equipment on the Equipment Purchases line item. The LA shall budget for purchases of other equipment with a minimum value of $500.00, except computer hardware and software, on the Equipment Purchases line item. The LA must obtain prior written approval from the SA.

To enter Equipment Purchases information:

- Click the “View/Enter” button to open the Equipment Input screen;

  Equipment Purchases $0 $0 $0 View/Enter

- Complete the information for each piece of equipment;
- Enter a description of the health assessment or other equipment approved for purchase;
- Justification for Equipment is the reason the equipment was needed for WIC operations;
- Enter the site location where the equipment will be housed;
- Cost is the total cost of the equipment;
- NE Portion is that amount of the cost that can be claimed as nutrition education;
- In-Kind Amount is that amount of the cost that will be paid from other funding sources;
- NE In-Kind Amount is that amount of the NE Portion that will be paid from other funding; and
- Use the **Add Equipment** button to save.

---

**Equipment**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Site to be Located</th>
<th>Cost</th>
<th>NE Portion</th>
<th>Justification of Equipment</th>
<th>Purchase</th>
<th>In-Kind</th>
<th>NE In-Kind</th>
<th>VRC Reimbursed Cost</th>
</tr>
</thead>
</table>

No equipment has been entered.

[Delete] [Update]

**Equipment Input**

- **Item Description**
- **Justification for Equipment**
- **Site to be Located**

![Input fields]

[Add Equipment]

---

**To update Equipment information:**

- Enter any changes to the information already displayed in the Equipment table; and
- Use the **“Update”** button to save.

**To delete an entry:**

- Check the box to the left of the entry; and
- Use the **“Delete”** button to remove.
To return to the Line Items screen, click the “Back” button at the bottom of the Equipment screen.

**THINGS TO CONSIDER**

Are all items allowable costs per policy?

Has the LA included a nutrition education portion on items if appropriate?

Has the LA included the site location of the equipment?

Has the LA provided appropriate justification for the equipment?

**Computer Hardware** – Review [WOM Policy ER# 1.04300 Line Item: Computer Hardware/Software](#) – The LA shall budget all purchases of computer hardware and software on the Computer Hardware/Software line item. The LA must obtain prior purchase approval from the SA.

**To enter Computer Hardware information:**

- Click the “View/Enter” button to open the Computer Hardware Input screen;

- Complete the information for each piece of computer hardware;
- Enter a description of the computer hardware approved for purchase;
- Justification for Equipment is the reason the computer hardware was needed for WIC operations;
- Enter the site location where the computer hardware will be housed;
- Cost is the total cost of the computer hardware;
- In-Kind Amount is that amount of the cost that will be paid from other funding sources; and
- Use the “Add Hardware” button to save.
To update Computer Hardware information:

- Enter any changes to the information already displayed in the Computer Hardware table; and
- Use the “Update” button to save.

To delete an entry:

- Check the box to the left of the entry; and
- Use the “Delete” button to remove.
To return to the Line Items screen, click the “Back” button at the bottom of the Computer Hardware screen.

**THINGS TO CONSIDER**

Are all items allowable costs per policy?

Has the LA included the site location of the equipment?

Has the LA provided appropriate justification?

**Nutrition Materials** – Review [WOM Policy ER# 1.04000 Line Item: Nutrition and Breastfeeding Materials] – The LA shall budget all materials and supplies used for direct support of nutrition and breastfeeding education and breastfeeding support aids on the Nutrition Materials line item. The LA must obtain prior purchase approval from the SA.

**To enter Nutrition Materials/Breastfeeding Promotion:**

- Click the “View/Enter” button to open the Nutrition Materials/Breastfeeding Promotion Input screen;

![View/Enter button]

- This screen has three sections: Nutrition Sessions; Nutrition Materials/Breastfeeding Promotion; and Nutrition Materials/Breastfeeding Promotion Input;
- In the Nutrition Sessions portion of the screen, the field titled Total of Materials/BF Promotion displays the total of any costs entered previously in the Nutrition Sessions screen and any items included in the Nutrition Materials/Breastfeeding Promotion table;
- The Nutrition Sessions table displays the Nutrition Session(s) and cost added to this line item;
- In the Nutrition Materials/Breastfeeding Promotion Input portion, enter a description of other costs used for the direct support of nutrition education or breastfeeding promotion for purchase approval by the state agency;
- Select the Cost Type from the categories listed in the drop-down menu;
- Justification is the reason the nutrition materials/breastfeeding promotion materials were needed for WIC operations;
- Show the total cost (all items are considered Nutrition Education Items); and
- Use the “Add Item” button to save.
To update Nutrition Materials/Breastfeeding Promotion information:

- Enter any changes to the information already displayed in the Nutrition Materials/Breastfeeding Promotion table; and
- Use the “Update” button to save.

To delete an entry:

- Check the box to the left of the entry; and
- Use the “Delete” button to remove.
To return to the Line Items screen, click the “Back” button at the bottom of the Nutrition Materials screen.

THINGS TO CONSIDER

Has the LA provided the necessary justification for each item?

Are all items allowable as direct support of nutrition education or breastfeeding promotion per policy?

Are all items appropriate for the WIC Program?

The Total Operations Cost is the System-Calculated Total of all Line Item $ Amounts, System-Calculated Total of the Nutrition Education portion of all Line Item $ Amounts, and System-Calculated Total of the In-Kind portion of all Line Item $ Amounts.

The table shows:

| TOTAL OPERATIONS COST | $5,415 | $500 | $5,400 |

ADMINISTRATIVE CONTRACT & SPECIAL FUNDING

WIC Administrative Contract

This area is a summary of the WIC Administrative Contract. The LA’s WIC Administrative Contract is the Total Annual Caseload multiplied by the WIC Rate-Per-Participant. **Amount over Target will tell you if the budgeted amount exceeds or is less than the WIC Administrative Contract amount.** If the budgeted amount exceeds the contract, the LA must reduce the amount budgeted or increase in-kind amounts. If the budgeted amount is less than the contract the LA must increase the amount budgeted or decrease in-kind amounts. **LAs will not be able to submit the LAP if it is out of balance.**

The table shows:

<table>
<thead>
<tr>
<th>Administrative Contracts &amp; Special Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIC Administrative Contract</td>
</tr>
<tr>
<td>Amount Over Target</td>
</tr>
</tbody>
</table>

LAP out of balance

Balanced LAP
Special Funding

Review  [WOM Policy ER# 1.04600 Line Item: Special Funds]

Breastfeeding Peer Counselor (BFPC) costs are considered 100% Nutrition Education Breastfeeding Promotion and Support and will be calculated as such.

Only Special Funding options available for the FFY and for the LA will be displayed.

If there is difficulty balancing the special funding line items, making changes in the special funding benefits section is the most efficient way to change dollar amounts on the line items page.

To enter BFPC Special Funding 1 information:

- Click the “View/Enter” button to open the Breastfeeding Peer Counselor Funding 1 Item Input screen;

  - Salary and benefits previously entered on the Employees, Employee Benefits, and Employee Hours screens will display under the Personnel heading. Any changes that need to be made to this information must be done on the Employees, Employee Benefits and Employee Hours screens;
  - To add non-personnel related expenses, enter each cost in the Item Description field for appropriate expenditures. View the Help text for allowable expenditures; and
  - Click the “Add Entry” button to save.
In the lower right corner, the Breastfeeding Peer Counselor Funding 1 table shows the Funding Amount for this line item. As items are entered, the Remaining Funding Amount decreases. The Remaining Funding Amount must be zero when finished.

**To update Special Funding 1 information:**

- Enter any changes to the information already displayed in the Items table; and
- Use the “Update” button to save.

**To delete an entry:**

- Check the box to the left of the entry; and
- Use the “Delete” button to remove.

To return to the Line Items screen, click the “Back” button at the bottom of the BFPC Special Funding 1 screen.

**To enter BFPC Special Funding 2 information:**

- Click the “View/Enter” button to open the Breastfeeding Peer Counselor Funding 2 Item Input screen;

- Salary and benefits previously entered on the Employees, Employee Benefits, and Employee Hours screens will display under the Personnel heading. Any changes that need to be made to this information must be done on the Employees, Employee Benefits and Employee Hours screens;
- To add non-personnel related expenses, enter each cost in the Item Description field for appropriate expenditures. View the Help text for allowable expenditures; and
- Click the “Add Entry” button to save.
In the lower right corner, the Breastfeeding Peer Counselor Funding 2 table shows the Funding Amount for this line item. As items are entered, the Remaining Funding Amount will decrease. The Remaining Funding Amount must be zero when finished.

To update Special Funding 2 information:

- Enter any changes to the information already displayed in the Items table; and
- Use the “Update” button to save.

To delete an entry:

- Check the box to the left of the entry; and
- Use the “Delete” button to remove.

To return to the Line Items screen, click the “Back” button at the bottom of the BFPC Special Funding 2 screen.

Special Funding 3 – Breastfeeding Friendly Incentive
This funding category promotes a statewide effort to encourage and recognize local agencies that implement evidence-based breastfeeding strategies to offer an optimal level of breastfeeding support. **Special Funding 3 can only be used for salary and benefits for staff members who directly provide breastfeeding education and support.** The information on this screen automatically populates from the Employees, Employee Benefits and Employee Hours screen. Adjust the Employee Benefit amount or Employee Hours entered under Special Funding 3 columns to balance this category.
To return to the Line Items screen, click the “Back” button at the bottom of the BF Friendly Incentive Special Funding 3 screen.

Special Funding 4 is no longer available

Special Funding 5 – WIC Conference

To enter WIC Conference expenses for Special Funding 5 information:

- Click the “View/Enter” button to open the WIC Conference Item Input screen;

- The SA enters the Travel, Lodging, and Meals dollar amounts in the Total Operational Cost column;
- LA enter the Nutrition Education Portion of the Travel, Lodging, and Meals, if applicable; and
- Click the “Save” button.
In the upper right corner, the Special Funding 5 Amount table shows the Funding Amount for this line item. As items are entered, the Remaining Funding Amount decreases. The Remaining Funding Amount must be zero when finished.

**To update Special Funding 5 information:**

- Enter any changes to the information already displayed in the Items table; and
- Use the “Save” button to save the updated information.

**To delete an entry:**

- Delete the dollar amount; and
- Use the “Save” button to save updated information.

To return to the Line Items screen, click the “Back” button at the bottom of the WIC Conference SF-5 screen.

**Special Funding 6 – Administrative Services**
This funding category is only open to Region G.

**Special Funding 7 is not currently available**

**Special Funding 8 is not currently available**

**Special Funding 9 – UAT Testing**
This funding category is only open to agencies participating in User Acceptance Testing.

**To enter UAT Testing Special Funding 9 information:**

- Click the “View/Enter” button to open the UAT Testing Funding 9 Item Input screen;

| Special Funding SF-9 | $2,000 | $2,000 | View/Enter |

- Salary and benefits previously entered on the Employees, Employee Benefits, and Employee Hours screens will display under the Personnel heading. Any changes that need to be made to this information will have to be done on the Employees, Employee Benefits, and Employee Hours screens;
- To add non-personnel related expenses, enter each cost in the Item Description field for appropriate expenditures. Allowable expenditures include Travel and Miscellaneous; and
- Click the “Add Entry” button to save.
To update Special Funding 9 information:

- Enter any changes to the information already displayed in the Items table; and
- Use the “Update” button to save.

To delete an entry:

- Check the box to the left of the entry; and
- Use the “Delete” button to remove.

To return to the Line Items screen, click the “Back” button at the bottom of the Special funding 9 screen.

**Total of WIC Administrative Contract and Funding** - The LAP application calculates the total by summing the WIC Administrative Contract and all of the Special Funding amounts.

**THINGS TO CONSIDER**

**BFPC Special Funding 1**

Is the majority of funding used for Peer Counselor salaries?

Do items listed support the BFPC mission and goals?
Are Peer Counselors (PC) and PC Coordinators not regular employees whose regular salary is 100% paid by WIC?

Are the Peer Counselors’ names listed?

**BFPC Special Funding 2**

Items distributed to participants are not included in Special Funding 2?

Do items listed support the BFPC mission and goals?

Are Peer Counselors (PC) and PC Coordinators not regular employees whose regular salary is 100% paid by WIC?

Has the LA listed Peer Counselors’ names?

**Special Funding 3 Breastfeeding Friendly Incentive**

Are the only expenditures for salary and benefits?

Is the employee whose salary and benefits are listed not already 100% paid by regular WIC or BFPC WIC?

Are the personnel listed appropriate employees to support breastfeeding?

**Special Funding 4 – not applicable**

**Special Funding 5 – not applicable**

**Special Funding 6 – Administrative Services**

Is the budget amount correct?

Are items listed appropriate and correctly listed?

Is nutrition education portion correctly identified?

**Special Funding 9 – UAT Testing**

Do items listed support expenses related to UAT testing?

**BUDGETED HOURS**

On the Line Items page, the Agency Budgeted Hours is auto-populated from entry or calculations from the Total WIC Hrs./Mo. from the Summary screen. Total WIC Hrs./Mo.
times 60 minutes divided by the Monthly Caseload = The Agency Budgeted Mins./Participant.

<table>
<thead>
<tr>
<th>Budgeted Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Budgeted Hours</td>
</tr>
<tr>
<td>Agency Budgeted Mins./Participant</td>
</tr>
</tbody>
</table>

**HOURLY DISTRIBUTION**

On the Line Items page, the Hourly Distribution amounts are auto-populated from entry or calculations on previous employee screens.

**Program Management**
- Hours – From Summary, the Total WIC Program Management Hrs./Mo.
- % - From Summary, the Total Program Management Hrs./Mo. divided by Total WIC Hrs./Mo.

**Client Services**
- Hours – From Summary, the Total WIC Client Services Hrs./Mo.
- % - From Summary, the Total Client Services Hrs./Mo. divided by Total WIC Hrs./Mo.

**Nutrition Education**
- Hours – From Summary, the Total WIC Nutrition Education Hrs./Mo.
- % - From Summary, the Total Nutrition Education Hrs./Mo. divided by Total WIC Hrs./Mo.

**Breastfeeding Support/Promotion**
- Hours – From Summary, the Total WIC Breastfeeding Support & Promotion Hrs./Mo.
- % - From Summary, the Total Breastfeeding Support & Promotion Hrs./Mo. divided by Total WIC Hrs./Mo.

**Nutrition Education and Breastfeeding Support**
- Hours – Total of Nutrition Education and Breastfeeding Support/Promotion Hours
- % - Total of Nutrition Education and Breastfeeding Support/Promotion %.

**Total Budget**
- Total WIC Administrative Contract Amount (Caseload Annual Total times the Cost-Per-Participant) is auto-populated.
RATE-PER-PARTICIPANT (RPP)

On the Line Items page, amounts are auto-populated using amounts from the Summary screen.

Personnel RPP – Result of Total WIC Personnel Compensation & Benefits divided by Annual Caseload: Annual Total

Operations RPP – Result of Total WIC Operations Cost divided by Annual Caseload: Annual Total

Total WIC RPP – System calculates by summing Personnel RPP and Operations RPP Amounts.

BFPC RPP – Result of Total BFPC Funding Amount divided by Annual Caseload: Annual Total.
Total SF RPP – Total Funding Amount divided by Annual Caseload: Annual Total
Total WIC Admin and SF RPP – Sum of Total WIC RPP and Total SF RPP.

NUTRITION TOTALS

On the Line Items page, the Nutrition totals are automatically populated.

Nutrition Total –
The Sum of Nutrition Education & Breastfeeding Promotion and Support; Salaries and Benefits and the Nutrition Education portion of the Line Item Nutrition Materials.
**Nutrition %**
Nutrition Total divided by the WIC Administrative Contract Total. A LAP submitted with less than 16.7% of the administrative contract amount spent on nutrition education will receive an error message.

§7 CFR 246.14 (c) (1) During each fiscal year, each State agency shall expend, for nutrition education activities and breastfeeding promotion and support activities, an aggregate amount that is not less than the sum of one-sixth of the amount expended by the State agency for costs of NSA and an amount equal to its proportionate share of the national minimum expenditure for breastfeeding promotion and support activities.

Per the FFY19 Scope of Work, “The Contractor shall define in the LAP budget the components of operational costs that are related to nutrition education and breastfeeding promotion and support. At a minimum, one sixth (1/6th) of the Contractor’s funds received and documented under this contract must be spent on nutrition education and breastfeeding promotion and support.”

**LOCAL AGENCY COSTS**
This screen is auto-populated from entry on previous screens and calculations from Summary and Line Items data. Following is an explanation of amounts in each of the rows and columns.

**Caseload Box**
- **Caseload Monthly Average**: entered by SA. Equals 1/12th of the annual caseload figure (annual caseload divided by 12 months).
- **Caseload Annual Total**: entered by SA (based on projections).
- **Rate-Per-Participant**: entered by SA. The maximum dollar amount per participant per month that will be reimbursed. This amount times the projected annual caseload creates the total of participation/caseload budget for the Administrative Cost Report.
Approved LA Costs

Personnel Salary – From Employee Totals
Total Projected Operation Costs is the Total WIC Salary Cost; the total annual amount of WIC Salary for all employees.

In-Kind Costs is the in-kind of Salary; if total costs to deliver services at the LA exceed the statewide allowable unit cost, the LA should show In-Kind Costs in the budget proposal.

Total Operational Cost is the Total Personnel Compensation; the total amount of Annual WIC Salary for all employees less any In-Kind Costs.

Nutrition Education Portion of Costs is the Nutrition Education and Breastfeeding Promotion and Support portion of WIC Salaries.

Nutrition Education In-Kind Costs is the Nutrition Education Portion In-Kind Costs; if total costs to deliver services at the LA exceed the statewide allowable unit cost, the LA should show in-kind costs in the budget proposal.

Personnel Benefits – From Employee Totals
Total Projected Operation Cost is the WIC Benefits; the total Annual WIC Benefits for all employees.

In-Kind Costs is the in-kind of WIC Benefits; if total costs to deliver services at the LA exceed the statewide allowable unit cost, the LA should show In-Kind Costs in the budget proposal.

Total Operational Cost is the Total WIC Benefits; the total amount of Annual WIC Benefits for all employees less any In-Kind costs.

Nutrition Education Portion of Costs is the Nutrition Education and Breastfeeding Promotion and Support portion of WIC Benefits.

Nutrition Education In-Kind Costs is the Nutrition Education In-Kind Benefits; if total costs to deliver services at the LA exceed the statewide allowable unit cost, the LA should show In-Kind Costs in the budget proposal.

Contract Services – From Line Items
This is the amount of contract services and any in-kind costs. Subtract In-Kind Costs for Total Operational Costs. Show the amount of the Nutrition Education Portion and any Nutrition Education In-Kind Costs.
Conference/Training – From Line Items
This is the amount of conference/training costs and any In-Kind Costs. Subtract In-Kind Costs for Total Operational Costs. Show the amount of the Nutrition Education Portion and any Nutrition Education In-Kind Costs.

Travel – From Line Items
This is the amount of travel costs and any In-Kind Costs. Subtract In-Kind Costs for Total Operational Costs. Show the amount of the Nutrition Education Portion and any Nutrition Education In-Kind Costs.

Administrative Office Costs – From Line Items
This is the amount of administrative office costs and any In-Kind Costs. Subtract In-Kind Costs for Total Operational Costs. Show the amount of the Nutrition Education Portion and any Nutrition Education In-Kind Costs.

Medical Materials – From Line Items
This is the amount of medical material costs and any In-Kind Costs. Subtract In-Kind Costs for Total Operational Costs.

Facilities Cost – From Line Items
This is the amount of facilities costs and any In-Kind Costs. Subtract In-Kind Costs for Total Operational Costs.

Indirect Costs – From Line Items
This is the amount of indirect costs to be billed and any In-Kind Costs. Subtract In-Kind Costs for Total Operational Costs. A copy of the HHS letter or approved cost allocation plan for indirect costs should be attached to the LAP.

Equipment Purchases – From Line Items
This is the amount of equipment purchases costs and any In-Kind Costs. Subtract In-Kind Costs for Total Operational Costs. Show the amount of the Nutrition Education Portion and any Nutrition Education In-Kind Costs.

Computer Hardware – From Line Items
This is the amount of computer hardware costs and any In-Kind Costs. Subtract In-Kind Costs for Total Operational Costs. Justification of Computer Hardware Purchases is required for requests.

Nutrition Materials – From Line Items
This is the amount of nutrition materials costs and any In-Kind Costs. Subtract In-Kind Costs for Total Operational Costs. All items in this Line Item are considered Nutrition Education items.

Administrative Contract Total is the sum of the columns.
**WIC Cost-Per-Participant** is calculated by dividing the Administrative Contract Total by the annual caseload total.

**Nutrition % of WIC Administrative Contract** is calculated by dividing the Nutrition Education subtotal by the Administrative Contract Total.

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**THINGS TO CONSIDER**

Does the nutrition education minimum meet/exceed federal requirement of 16.7%?

**TOTAL BUDGET/SPECIAL FUNDING**

This screen is a summary of the Special Funding and Total WIC Budget and is auto-populated from Summary and Line Items or calculations from previously completed screens.

**Caseload Box**

**Caseload Monthly Average:** entered by SA. Equals 1/12 of the annual caseload figure (annual caseload divided by 12 months).

**Caseload Annual Total:** entered by SA (based on projections).
Rate-Per-Participant: entered by SA. The maximum dollar amount per participant per month that will be reimbursed. This amount times the projected annual caseload creates the total of participation/caseload budget for the Administrative Cost Report.

Special Funding

- The Administrative Contract Total officially reports the LA projected operational cost for providing WIC services within the contracted dollar amount, the nutrition education portion of cost and the LA In-Kind costs. The fields are auto-populated from the Administrative Contract Totals on the LA Costs screen and from the Line Items screen Special Funding section. Below is an explanation of amounts in each of the rows and columns.

- Breastfeeding PC Special Funding (SF) 1 and 2
  Breastfeeding Peer Counseling (BFPC) project costs are an amendment to the WIC contract for those agencies that participate. BFPC Special Funding funds are not a part of the regular funding (participation/caseload based) received in the original WIC contract. The BFPC funding will appear on the Special Funding line item of the LA budget. BFPC costs are considered 100% Nutrition Education & Breastfeeding Promotion and Support costs.

- Special Funding 3 Breastfeeding Friendly Incentive
  Special Funding 3 can only be used for salary for employee able to provide breastfeeding education and support.

- Special Funding 4 is no longer available.

- Special Funding 5 WIC Conference

- Special Funding 6 – Administrative Services
  This funding category is only open to Region G.

- Special Funding 7 is not currently available.

- Special Funding 8 is not currently available.

- Special Funding 9 – UAT Testing
  This funding category is only open to agencies participating in User Acceptance Testing.

- Grand Total – Grand Total Operations Costs equals the Grand Total Projected Operations Costs less In-Kind Costs. Grand Total Nutrition Education Portion of Costs and Grand Total Nutrition Education In-Kind Costs are auto-populated from the WIC Budget Approved LA costs.
**Nutrition % of WIC Operations** – The Nutrition % is calculated by dividing the Total Nutrition Education Costs by the Total WIC Operations Costs.

Does the Nutrition Education minimum meet or exceed the federal requirement of 16.7%?

![Nutrition % of WIC Operations Table](image)

**APPROVALS**

This section of the LAP lists all of the questions the TA team will ask while reviewing the LAP. Click on the “small arrows” at the end of each section title to expand the questions for that particular section of the LAP. Use this as a reference to make sure information has been entered correctly.
Click the “Submit 2019 LAP” button when ready to submit the LAP. Please note that a plan submitted lacking any of the required information will be rejected.