

General Volume
Management Section

WIC Operations Manual (WOM) (1.02300)

ER# 1.02300

Authority 2008 7CFR 246.4(a)(11), WIC Local Agency Nutrition Services Contract Scope of Work
Issued 10/90
Revised 10/12

POLICY: The State WIC program will update the WIC Operations Manual as necessary throughout year.

The WIC Operations Manual must be accessible to all WIC employees, contractors, and volunteers who work with WIC participants, applicants, or the information related to the participants or program.

The WOM shall be made available via the State WIC program web site, <http://health.mo.gov/living/families/wic/wiclwp/wom/>.

The WIC Coordinator should review all new or revised policies annually and provide training to other LWP staff members.

PROCEDURES:

- A. The WIC Operations Manual (WOM) is provided by the State WIC program to the LWP in an electronic format using the Internet. There is no charge to the LWP.
- B. The state WIC office will:
 1. Revise and develop WOM definitions and policies as needed.
 2. Advise each local WIC provider when the WOM has been updated via the WIC Updates.
- C. District technical assistance (TA) teams will provide guidance and clarification on all WOM policies.