



SECTION: Fiscal 310
SUBJECT: ANNUAL PLAN/GRANT AWARD PROCESS FOR
LOCAL PROGRAMS
DATE: September 19, 1997 (Revised)

POLICY: Local WIC programs shall apply for continued funding annually.

PURPOSE: To ensure that local programs deliver WIC services according to federal
And state guidelines.

RELEVANT REGULATIONS: OAR Division 14—Conference of Local Health Officials (CLHO)
Standards for County and District Health Department:
OAR 333-14-050—Health Department Services
OAR 333-14-060—Program Plans

DEFINITIONS: *State Fiscal Year* July 1 - June 30

Federal Fiscal Year October 1 - September 30

APPENDIX: 310.4 State and Federal Fiscal Year Cycles for Oregon WIC program.

BACKGROUND: 1.0 The annual plan process is used to describe services and program requirements and to apply for funding for state programs. The Oregon WIC program receives funds during the Federal Fiscal Year (FFY).

In about December, WIC receives a preliminary estimate of funds for the current Federal Fiscal Year, which began the preceding October 1 and runs through September 30 of the following year. Approximately one or two months later, WIC receives its official notification of funds for the current fiscal year from USDA.

Grants given to local programs in July are based on a best estimate of federal funding and may need to be adjusted based on actual funding received.

PROCEDURE:
Annual plan/grant award process 2.0 Local WIC programs must apply for continuation of funding annually based on the State Fiscal Year of July 1 through June 30. This is done through the Annual Plan/Grant Award process used by the Oregon Health Division (OHD).

The grant application process ensures that local programs are providing WIC services in accordance with current federal and state guidelines.

ANNUAL PLAN/GRANT AWARD PROCESS FOR LOCAL PROGRAMS, cont.

The schedule that follows is approximate and may change from year to year.

2.1 *January-February*

State WIC staff projects program caseloads, current food and program service budgets for the upcoming State Fiscal Year. State WIC staff also prepares requirements for the Nutrition Education Plan. Please refer to ♦830.

Federal regulations require Local WIC programs to complete the Nutrition Education Plan. State WIC Program mails draft plan guidelines to local programs in advance of the annual plan packet to allow more planning time.

2.2 *February-March*

OHD mails annual plan packet and finalized Nutrition Education Plan guidelines to administrators of local programs.

2.3 *April-May*

Local program staff writes Nutrition Education Plan and other requirements of the annual plan, consulting as needed with state WIC staff. Assurances are approved by or negotiated through the CLHO/OHD assurance process, and local programs will decide how to meet them.

2.4 *May 1*

Grant applications from local programs are due to OHD, with local authority signatures included. Local programs may make request for extension to the Office of Community Services.

2.5 *May-June*

State program staff reviews completed local grant application, requests revisions if needed.

Once state program staff approves the application, OHD authorities sign the authorized budget. OHD administrator then notifies local programs of approval.

2.6 *July 1*

Local programs implement new fiscal year budget and Nutrition Education Plan.

Please see appendix 310.4 for explanation of State and Federal Fiscal Year cycles for the Oregon WIC program

ANNUAL PLAN/GRANT AWARD PROCESS FOR LOCAL PROGRAMS, cont.

- Grant adjustment*** 3.0 Subsequent adjustments to local budgets may be made necessary by budget revisions from OHD. These may or may not affect the WIC grant. A cover memo from OHD will be attached explaining the reason for the budget revision.
- 3.1 Local programs obtain approval for additional funding through local authorities and forward to OHD.
- 3.2 OHD signs officially revised grant and issues notice to local WIC programs. ★

REFERENCES: Refer to ◆400 for WIC specific assurances or contact OHD's Office of Community Services.

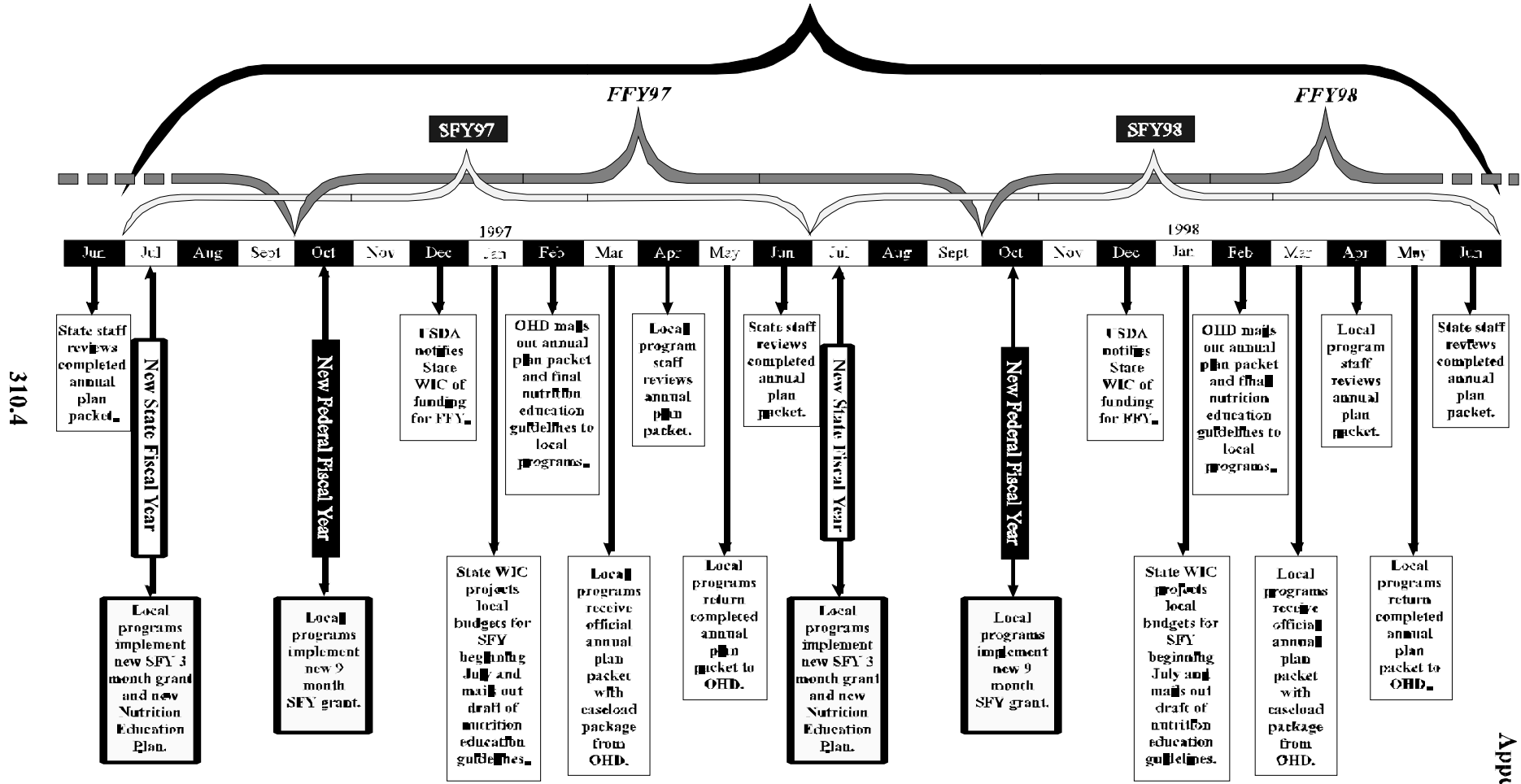
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State Fiscal Year and Federal Fiscal Year Cycles For Oregon WIC Program

SFY = State Fiscal Year
(July 1 – June 30)

FFY = Federal Fiscal Year
(Oct. 1 – Sept. 30)

97-99 Biennium
July 1, 1997 – June 30, 1999



310.4

Appendix

