



POLICY: Local programs shall comply with the WIC Program Elements as written by the Oregon Department of Human Services, Public Health Division in the Financial Assistance Contract and shall notify the state WIC office of program changes and issues requiring state program approval.

PURPOSE: To clarify the responsibilities of the local program and to ensure compliance with USDA and state rules and regulations for local program operation.

RELEVANT REGULATIONS: 7 CFR §246.6 ¶(a)—Agreements with local programs
7 CFR §246.8—Civil Rights
7 CFR §246.12 ¶(b)—Uniform food delivery systems
7 CFR §246.25—Records and Reports
ORS 433.835-433.990 – Oregon’s Smokefree Workplace Law
FFY 1994 Agriculture, Rural Development, Food & Drug Administration, and Related Agency Appropriations Act (Public Law 103-111)
FNS Instruction 113-2 (Rev.-1)

OREGON WIC PPM REFERENCES: ♦215—Local Program Monitoring and Review
♦310—Annual Plan/Grant Award Process for Local Programs
♦325—Caseload Management
♦420—Approval Process for Local Program Policies & Procedures
♦440—Nutrition Training Manual
♦452—Civil Rights
♦470—Local Program Outreach
♦590—Program Integrity: Participant Violations
♦652—WIC Transfer Card and WIC Overseas Program
♦660—Competent Professional Authority: Requirements
♦670—Risk Criteria: Overview
♦731—Bid Formula: Sample Distribution
♦820—Nutrition Education: Participant Contacts

DEFINITIONS: *WIC Program Elements* Services WIC Programs agree to provide based on a contract with the Oregon Department of Human Services, Public Health Division.

PROCEDURE:
WIC Program Elements
1.0 The local program has agreed to comply with the Oregon Department of Human Services, Public Health Divisions’ WIC Program Elements in accepting USDA federal funds. See ♦310—Annual Plan/Grant Award Process for Local Programs.

A complete list of WIC Program Elements can be found at <http://www.oregon.gov/DHS/ph/lhd/program-elements.shtml>.

LOCAL PROGRAM OVERVIEW: RESPONSIBILITIES & COMMUNICATIONS, *cont.*

- WIC Policy and Procedure Manual*** 2.0 The local program shall comply with all minimums stated in this manual. Terms used in this manual to indicate state and federal requirements are “will,” “shall,” and “must.”
- If unable to provide required services*** 3.0 If a designated local program cannot provide some or all of the health services needed to determine nutritional risk for WIC or other WIC administrative services, the local program must contract or enter into a written agreement with a health facility/clinic to perform some or all of these services. Notify the state WIC office if you are considering this option.
- EXAMPLE: If a WIC clinic does not conduct a blood test screen for anemia, height or weight measurements, or any additional assessments necessary to determine the existence of medical and dietary risks, the WIC program is required to have a written agreement with a health agency as described above.
- Oregon’s Smokefree Workplace Law*** 4.0 To be eligible to receive WIC administrative funds, local agencies must comply with ORS 433.835-433.990 Oregon’s Smokefree Workplace Law.
- Issues requiring state notification*** 5.0 Local programs will notify the state WIC program of issues requiring state approval and program changes affecting communications between the agencies and/or uniform delivery of services.
- 5.1 Notify the state WIC program and update the TWIST data system immediately with any changes in:
- program mailing address (for correspondence or shipments)
 - program telephone/fax numbers
 - program personnel involving management, program coordinator, or nutrition professional/health professional
 - TWIST special user designee.
- 5.2 Notify the state WIC program fiscal administrative specialist of changes in the local program’s standing order for bid formula sample shipments/allocations by the 15th of the month prior to shipment. Refer to ♦731—Bid Formula: Sample Distribution.
- 5.3 Notify your state WIC program nutrition consultant concerning the following items or issues. See Policy ♦325—Caseload Management.
- 5.3.1 Opening a new WIC clinic or closing an existing clinic.
- 5.3.2 Requests for changes in local program operations, such as caseload allocation or geographic service area.
- 5.3.3 Notify your nutrition consultant **before** making any changes in priorities served or starting a waiting list.

LOCAL PROGRAM OVERVIEW: RESPONSIBILITIES & COMMUNICATIONS, *cont.*

(Issues requiring state notification:)

- 5.4 Notify the state WIC program compliance coordinator concerning the following items or issues. See Policy ♦590—Program Integrity: Participant Violations.
 - 5.4.1 Participant requests for fair hearings.
 - 5.4.2 Participant program abuse cases where the sanction is possible program suspension.
 - 5.4.3 Situations where theft of food instruments (FIs), FI print stock, WIC ID cards, WIC transfer cards, or WIC computer hardware (such as WIC laptops, FI printers, or MICR ink cartridges) is suspected.
 - 5.4.4 Situations where unauthorized use of the TWIST data system is suspected.
 - 5.4.5 Suspected fraud or abuse by a staff member.
- 5.5 Notify the state WIC program manager regarding plans for major changes of the local program’s data system.
- 5.6 Notify the state WIC Civil Rights representative about any complaints of discrimination. See ♦452—Civil Rights.

Materials requiring state approval

- 6.0 Submit policies and procedures requiring state WIC program approval to your state WIC program nutrition consultant **before implementation** as described in ♦420—Approval Process for Local Program Policies & Procedures.
- 7.0 Submit to your state WIC program nutrition consultant for approval any locally produced forms (either new or revised) that would replace the state forms listed below in ¶7.1. These forms were selected because they include information on documentation required by USDA regulation. The local program must submit a draft of the locally produced form(s) to the assigned state WIC program nutrition consultant to request approval **before implementation**.
 - 7.1 When the state forms listed below are revised, the local program must revise locally produced materials to reflect these changes and resubmit the form(s) to the state WIC program for approval. Local programs have 60 days from receipt of the revised state form(s) to submit revisions of the locally produced form(s) for approval.
 - Oregon WIC Employee Signature Form (form 57-200)
 - WIC Customer Complaint Data Entry Document (form 57-500)
 - WIC Ineligibility Letter (form 57-607)
 - Graduation Letter (form 57-608)
 - Certification Data Entry Document (form 57-615)
 - Health Questionnaire: Infants/ Children (form 57-617)
 - Health Questionnaire: Pregnant Women (form 57-618)
 - Health Questionnaire: Postpartum Women (form 57-619)
 - Your Baby’s Diet Questions (form 57-622)

LOCAL PROGRAM OVERVIEW: RESPONSIBILITIES & COMMUNICATIONS, cont.

(Materials requiring state approval:)

- Your Child’s Diet Questions (form 57-624)
- Your Diet Questions (form 57-626)
- Participant Signature Form (form 57-629)
- Rights and Responsibilities (form 57-630)
- WIC Requires Proof (form 57-632)
- WIC Transfer Card/Verification of Certification (VOC) Card (form 57-635)
- No Proof Form for Special Situations (form 57-633)

Records for state program review

- 8.0 Maintain on file at the local program the following records for review by the state WIC program:
- 8.1 Current list of staff approved as certified professional authorities (CPA). See ♦660—Competent Professional Authority: Requirements.
 - 8.2 Written log stating priorities served and dates policy began. See ♦670—Risk Criteria: Overview.
 - 8.3 WIC Transfer Card (VOC) Log or comparable TWIST reports documenting card issuance. See 652—WIC Transfer Card and WIC Overseas Program.
 - 8.4 Local WIC policies and procedures. See ♦420—Approval Process for Local Agency Policy and Procedures
 - 8.5 WIC Training Module completion forms for local program WIC staff. See ♦440—Nutrition Manual.
 - 8.6 Documentation of completed local program self-evaluations. See ♦215—Local Program Monitoring and Review.
 - 8.7 Copies of any written agreements or contracts your program has with other programs for providing WIC-related services. For example:
 - Nutrition education provided by non-WIC staff
 - WIC breastpump issuance
 - Breastfeeding peer counseling or lactation services
 - Outreach and referral
 - 8.8 Written log of outreach activities. See policy ♦470—Local Program Outreach.
 - 8.9 Local program nutrition education class lesson plans and learning objectives. See policy ♦820—Nutrition Education: Participant Contacts. ★

**If you need this in large print or an alternate format,
please call (971) 673-0040.
WIC is an equal opportunity program and employer.**