Policy 100
Organization: How to Use the WIC Policy Manual
January 4, 2019 *(revised)*

POLICY

The Oregon WIC Policy Manual shall be a clear, concise, and usable tool for WIC staff at the local and state level.

PURPOSE

To make it easy for staff to identify and perform their responsibilities as determined by the WIC program with participation from various stakeholders. To provide consistency and continuity of information between the state and local programs, and to ensure that state and local programs are in compliance with federal regulations.

RELEVANT REGULATIONS

7 CFR §246.4—State plan

DEFINITIONS

Policy Release Note: Notification sent to WIC Coordinators to inform them of specific policy changes. This goes out to Coordinators for every policy release.

WIC Policy Update number: The specific number assigned to each WIC Policy Update, used for tracking purposes. The format is YYYY0##, where YYYY is the year, and the ## is the update number (e.g., the first update for 2009 would be coded 2009-01).

PROCEDURE

Overall organization

1.0 The WIC Policy Manual is divided into sections, each with an assigned number range:

- Introduction and Overview 100
- State Program Operations 200
- Fiscal Operations 300
- Local Program Operations 400-500
- Certification 600
- Nutrition Services 700
- Nutrition Education 800
- Data Systems 900
- Vendor Management 1000
- Farm Direct Nutrition Program 1100

How to find a policy

1.1.   Each policy is identified by a name and a number. The number corresponds to the section where the policy resides (e.g., ♦320—Fiscal Review is in section 300, Fiscal Operations).

Policy page numbers

1.1.1.   Policy page numbers take the form xxx.y, where xxx is the policy number and y is the page number itself. The first page of each policy is number 1.

Example: The pages of ♦320 are numbered *320.1*, *320.2, 320.3* etc. This format allows policies to be updated without repaginating the entire section.

Policy Format

2.0   Policies have a format designed to make them easy to use and reference.

The heading box at the top of each policy includes:

- Policy number
- Policy title/ subject
- Policy Release date

Sections of each policy

2.1.   The body of each policy includes the following information, as applicable. Each section is clearly identified by a **bold**, blue margin heading (NOTE: Not all policies will have each section listed below.)

POLICY – States the policy's directive for action

PURPOSE – The intent of the policy. Included to help state and local staff make decisions on areas not directly addressed in the policy.

RELEVANT REGULATIONS – Federal regulations and state laws governing the policy.

OREGON WIC PPM REFERENCES – Lists other WIC policies that are referenced or are relevant to the policy.

TWIST TRAINING MANUAL REFERENCES – Lists TWIST Lessons that are referenced or are relevant to the policy.

APPENDICES – Lists any attachments that are part of the policy.

DEFINITIONS – Key terms used in the policy, as defined by federal regulations or Oregon WIC program guidelines.

BACKGROUND – Historical or operational context for the policy or procedure.

PROCEDURE – Steps to be followed in implementing the policy. Delineates state and local responsibilities and indicates whether an action is required or recommended.

> **SPECIAL CONSIDERATIONS –** Includes clarifications and explanations of situations not directly addressed in the policy or procedure.
>
> **REFERENCES –** Sources used in developing the policy or materials suggested for further information.

Italic subheadings

2.2. In addition to the sections listed above, each policy has italicized margin subheadings to guide the user to key points or subjects within the policy.

Cross references

2.3. Cross-references to other policies are shown by a ♦ symbol followed by the policy number (e.g., "See ♦760—Medical Formulas").

Other symbols

2.4. References to other paragraphs in the policy are shown by a ¶ symbol followed by the paragraph number (e.g., "See ¶7.0 of this policy").

Appendices

2.5. Appendices immediately follow the policy to which they apply. The pages are numbered as part of the policy itself.

Reproducible forms

2.6. Policies may include links to forms, sample letters, or information sheets that local programs may wish to use for internal operations or as handouts for applicants and participants.

WIC policy manual updates

3.0 The WIC Policy Manual is an official document that governs WIC operations throughout Oregon. As such, it carries legal and operational responsibilities and must be kept as current as possible to remain a relevant, usable document.

3.1. The most current WIC policies can be found on the Oregon WIC Policy Web page at: https://www.oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wicpolicy.aspx

3.2. The state WIC program reviews all policies at a minimum of every three years or as needed as required by USDA.

WIC policy update process

4.0 Local programs are notified via e-mail when there is a WIC Policy Update.

4.1. There are four scheduled Policy Release Dates in a calendar year: The Policy Release Date is the first Friday of the months that the quarterly OWCA meeting occurs. This allows for the Nutrition & Local Services Manager to present the policies being released to OWCA, giving the WIC Coordinators a chance to ask clarifying questions.

4.2. On the Policy Release Date, the Publications Coordinator sends an email to the WIC Coordinators with the Policy Release Notes attached.

4.3. The Policy Release Notes and revised policies are posted online in the "WIC Policy Updates (Release Notes)" section of the Oregon WIC Policy Web page at https://www.oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wicpolicy.aspx

4.4. When a policy is released, the most recent release date will be indicated in the heading box on the first page of the policy.

4.5. On occasion, state WIC staff will review a policy and determine that *no* revisions are required. In this case, the Policy History, located at the bottom of the policy, will note the date the policy was reviewed.

4.6. To help staff track policy revisions, each WIC Policy Update will be numbered. The specific number assigned to each WIC Policy Update, used for tracking purposes. The format is YYYY0##, where YYYY is the year, and the ## is the update number (e.g., the first update for 2009 would be coded 2009-01).

4.7. Each Policy Release Note will include:

- Name and number of all revised policies;
- Summary of the changes;
- A list of policies that will require training;
- A list of policies to delete, if applicable;
- Date of required implementation;
- Issue date;

Local program responsibilities

5.0 Local programs are responsible for complying with all WIC policies and procedures, including revisions. The state WIC program recommends that each local office establish a system to ensure their operations reflect updates to the WIC Policy Manual. The system should incorporate the following:

5.1. Upon receipt of a WIC Policy Update e-mail, the local WIC coordinator should:

- Review the material to find out what changes the program needs to make in operating policy or procedure;
- Ensure that all WIC staff (and non-WIC staff when applicable) are aware of the changes; and
- Initiate steps to effect changes when needed.

> **If you need this in large print or an alternate format, please call 971-673-0040.**
>
> **This institution is an equal opportunity provider.**

POLICY HISTORY

Date	* Revised, Reviewed, Released
10/15/2018	Reviewed

The date located at the top of the policy is the date of the most recent release. Policies are to be implemented on release date and will become compliance findings 6 months from the release date.

Released: *Significant changes made to policy. Release notes can be found in the corresponding document on the* *Policy and Procedure Manual page*.

Reviewed: *The writer looked at this policy to make sure it was still accurate. Formatting changes may have occurred.*

Revised: *Minor edits or formatting has occurred without need for release. USDA has accepted a policy and watermark is reviewed.*

Date of Origin: *Date policy was initially released*