

Use it – don't lose it! Avoid underspending your WIC grant

Make sure your agency gets the full benefit of the WIC grant funds they have been awarded – don't lose money by underspending your WIC grant.



Ask yourself these questions

1. How many awards do you have from State WIC?
Nutrition Services Administration (NSA), Farm Direct Nutrition Program (FDNP), or Breastfeeding Peer Counseling (BFPC)?
 - Not all WIC programs have all three – know which your agency receives.
 - Save your WIC grant award letters for documentation of the exact award amounts.
2. Do you work closely with fiscal staff to review each award's expenses regularly?
 - Meet at least quarterly, but monthly would be better.
3. For the WIC NSA award, are payroll and other expenses correctly charged to one of these categories: client services, general administration, nutrition education, breastfeeding promotion)?
4. If an underspent amount is found for any award, do you have a strategy to spend it?
 - Have you received any quarterly expense underspent notices from the state?
 - Have you checked with your fiscal staff about these notices?
5. Do you and your fiscal staff know underspent Q1 (Jul - Sept) awards cannot be carried over to Q2-4 (Oct – Jun)?
 - Check with your fiscal staff in early September so you can adjust spending in time to avoid underspending in Q1.
6. Do you and your fiscal staff know all Q2-4 award must be spent by 6/30, and cannot to be carried over to the following fiscal year starting 7/1?
 - What strategy would you use to make sure any remaining WIC funds are spent by 6/30?

Sample quarterly expense underspent notice

Sample Agency WIC grant (PE40-02) for Nutrition Services Administration (NSA) for State Fiscal Year 2020 (10/1/19 – 6/30/20) is \$87,930. Based on the Quarter 3 Revenue and Expenditure Report submitted by your agency (cumulative expenditures for the period of 10/1/19 – 3/31/20), the grant is underspent by \$12,852.91.

This notice is an encouragement for you to work with your fiscal staff to fully expend the grant by 6/30/2020. Funds not spent by 6/30/20 will be lost and may not be rolled forward to State Fiscal Year 2021. Please review the current status of grant expenditures to determine if the Sample Agency WIC program is on track to fully utilize all grant funds by the 6/30/2020 deadline.

Here is a recap of the Local Public Health Authority (LPHA) Quarter 3 reconciliation, to provide you and your staff with the information available to the State as of 3/31/20:

NSA Expenditures as of 3/31/2020 for Q3

Grantee	PE_No	10/1/19-6/30/20 Grant Total Executed Awards	As of 3/31/20, Q3 Max Contract Payments allowed	Q3 LPHA/Tribe Reported Expenses	As of 3/31/20 Payments to LA	Q3 Reported Expenses Less Payments to LA	As of 3/31/20 Total Payments to LA After Pay Back to LPHA/OHA	As of 3/31/20 Q3 LA Expend Report, Amount Due Back to OHA
		87,930.00	58,620.00	43,936.96	56,789.87	(12,852.91)	43,936.96	(12,852.91)