

WIC and Nutrition Manual Revision Coversheet

A. Please use a separate form for each section or form/teaching sheet.	
WIC and Nutrition Manual	
WIC and Nutrition Section: 100	
<input checked="" type="checkbox"/> 100 WIC Financial Management	<input type="checkbox"/> 600 Food Package Assignment
<input type="checkbox"/> 200 Certification	<input type="checkbox"/> 700 Caseload Management
<input type="checkbox"/> 300 Program Integrity	<input type="checkbox"/> 800 Food Delivery
<input type="checkbox"/> 400 Nutrition Education and Counseling	<input type="checkbox"/> 900 Vendor Management
<input type="checkbox"/> 500 Breastfeeding Promotion and Support	<input type="checkbox"/> Farmer's Market Nutrition Program
WIC and Nutrition Section Contact: Kathleen Logsdon and Nicole Nicholas	
Changes in coding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
New abbreviations: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list new abbreviations:	
Are other forms/ references affected by changes? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please indicate:</i>	
B. A list of the revisions to the Section is found below.	
Policy #	Revision
<u>100</u>	Updated for Workday Page 2- Added information on WIC Funding and Budget Page 2-5 Added USDA Federal Cost Center Descriptions Page 7 Added information regarding WIC Time Studies Page 7-10 Added information on Incentive Items and Unallowable WIC Expenses (USDA Requirements) Page 10-11 Added further clarification on WIC Purchase Requests Page 12- added information on Non-Personnel and Shared Program Costs, Fixed Asset Inventory and Surplus

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WIC and Nutrition Section: 200	
<input type="checkbox"/> 100 WIC Financial Management	<input type="checkbox"/> 600 Food Package Assignment
<input checked="" type="checkbox"/> 200 Certification	<input type="checkbox"/> 700 Caseload Management
<input type="checkbox"/> 300 Program Integrity	<input type="checkbox"/> 800 Food Delivery
<input type="checkbox"/> 400 Nutrition Education and Counseling	<input type="checkbox"/> 900 Vendor Management
<input type="checkbox"/> 500 Breastfeeding Promotion and Support	<input type="checkbox"/> Farmer's Market Nutrition Program
WIC and Nutrition Section Contact: Heather Watson & Marlene Goodlett	
Changes in coding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
New abbreviations: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list new abbreviations:	
Are other forms/ references affected by changes? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please indicate:</i>	
B. A list of the revisions to the Section is found below.	
Policy #	Revision
<u>200</u>	Added Required Notifications and Counseling at Certification Visit Table on pages 3-6. Strengthened language around offering and documenting referrals, added the requirement to notify applicant of their Right to request a Fair Hearing, Updated Lead Screening Requirements per USDA Requirements, clarified Immunization Screening Requirements.
<u>202</u>	Clarified definition of Date of Initial Contact, clarified definition of Migrant, added table of scenarios for determining Date of Initial Contact for reference, Processing Standards Extension option requirements
<u>204</u>	Clarified definition of Migrant, Clarified VOC registration steps, Clarified VOC process for participant on a noncontract, exempt or WIC nutritional.
<u>205</u>	Clarified electronic medical record documentation requirements for WIC.
<u>206</u>	Updated with April 2024 Income Eligibility Guidelines in English and Spanish
<u>207</u>	Clarified proof may be obtained electronically or via fax.
<u>209</u>	Updated based on ARPA Physical Presence Waiver Flexibilities
<u>212</u>	Clarified that the Voter Registration Form should not be filed in the medical record.
<u>214</u>	Clarified agency conducting hospital certifications should referred participants already enrolled back to their home clinic
<u>215</u>	Clarified Immunization Screening Requirements, Updated Lead Screening Requirements per USDA Requirements
<u>220</u>	Updated to reflect USDA guidance around WIC Program Access in Disasters and Alternative Operating Procedures. Pages 1-3, and page 5.
<u>221</u>	Clarified staff documentation and signatures for remote services, Updated Auto-Issuance Policy
<u>Appendix</u>	Updated images, made note of the availability of forms in additional languages upon request (WIC-NP, WIC-53, e-WIC-1, WIC-54, WIC-Proxy)

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<input type="checkbox"/> 100 WIC Financial Management	<input type="checkbox"/> 600 Food Package Assignment
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<input checked="" type="checkbox"/> 300 Program Integrity	<input type="checkbox"/> 800 Food Delivery
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<input type="checkbox"/> 500 Breastfeeding Promotion and Support	<input type="checkbox"/> Farmer's Market Nutrition Program
WIC and Nutrition Section Contact: Heather Watson	
Changes in coding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
New abbreviations: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list new abbreviations:	
Are other forms/ references affected by changes? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please indicate:</i>	
B. A list of the revisions to the Section is found below.	
Policy #	Revision
<u>303</u>	Updated claim amount for disqualification for one year from the program to \$200 (previously \$100) due to food cost inflation. Page 4.
<u>305A</u>	FY 25 Internal Agency Monitoring Form included

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WIC and Nutrition Manual	
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<input type="checkbox"/> 100 WIC Financial Management	<input type="checkbox"/> 600 Food Package Assignment
<input type="checkbox"/> 200 Certification	<input type="checkbox"/> 700 Caseload Management
<input type="checkbox"/> 300 Program Integrity	<input type="checkbox"/> 800 Food Delivery
<input checked="" type="checkbox"/> 400 Nutrition Education and Counseling	<input type="checkbox"/> 900 Vendor Management
<input type="checkbox"/> 500 Breastfeeding Promotion and Support	<input type="checkbox"/> Farmer's Market Nutrition Program
WIC and Nutrition Section Contact: Marlene Goodlett	
Changes in coding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
New abbreviations: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list new abbreviations:	
Are other forms/ references affected by changes? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please indicate:</i>	
B. A list of the revisions to the Section is found below.	
Policy #	Revision
<u>401</u>	Updated Train Courses available for Training, referenced related polices.
<u>403</u>	Strengthened language around offering and documenting referrals, Updated Lead Screening Requirements per USDA Requirements, clarified Immunization Screening Requirements
<u>405</u>	Strengthened language around offering and documenting referrals, added language to encourage High Risk follow up to be completed by a Registered Dietitian (if available)
<u>406</u>	Per USDA requirements, updated terminology from WIC Annual Nutrition Narrative Plan to WIC Nutrition Services Plan, added the required components of the annual WIC Nutrition Services Plan (Note: KY WIC has <u>not</u> yet released the FY 25)
<u>400</u> <u>Appendices</u>	Updated the Nutrition and Breastfeeding Education Materials for Certification and Follow-Up Counseling Table to include the updated materials (pages 15-17), Added the WIC Certifying Health Professional Checklist (Page 18)

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WIC and Nutrition Section Contact: Marlene Goodlett & Johnna Black	
Changes in coding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
New abbreviations: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list new abbreviations:	
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Policy #	Revision
<u>501</u>	Extended the deadline to complete the Designated Breastfeeding Expert USDA curriculum until October 1, 2025, Added information regarding completing a Breastfeeding Assessment as required by USDA (Page 3)
<u>504</u>	Updated Breastfeeding Peer Referral guidance, all pregnant and breastfeeding women must be referred to a Peer Counselor if the agency has a BF Peer Program as required by USDA, updated workday function code (Page 1)
<u>505</u>	Included Workday Function Codes for Breastfeeding Regional Coordinators
<u>506</u>	New Policy regarding WIC Breastfeeding Support via Technology

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WIC and Nutrition Section Contact: Marlene Goodlett	
Changes in coding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
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B. A list of the revisions to the Section is found below.	
Policy #	Revision
600	Updated policy to include guidance during a disaster or food supply shortage
601	Updated Infant Food Package descriptions based on the Final Food Package Rule implementation, strengthened language around tailoring food packages to meet participant needs, clarified challenge protocol for noncontract infant formula

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WIC and Nutrition Section Contact: Marlene Goodlett	
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<input type="checkbox"/> 300 Program Integrity	<input checked="" type="checkbox"/> 800 Food Delivery
<input type="checkbox"/> 400 Nutrition Education and Counseling	<input type="checkbox"/> 900 Vendor Management
<input type="checkbox"/> 500 Breastfeeding Promotion and Support	<input type="checkbox"/> Farmer's Market Nutrition Program
WIC and Nutrition Section Contact: WIC Help Desk	
Changes in coding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
New abbreviations: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list new abbreviations:	
Are other forms/ references affected by changes? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please indicate:</i>	
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<u>805</u>	Strengthened documentation requirements, referenced Policy 221 (ARPA waivers)
<u>807</u>	Added references to related policies, clarified remote issuance is allowable during a disaster, added a new section F. Disaster-Related Out-of-State Evacuees and WIC Benefits (Page 2)
<u>800</u> <u>Appendices</u>	Updated images

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<input type="checkbox"/> 300 Program Integrity	<input type="checkbox"/> 800 Food Delivery
<input type="checkbox"/> 400 Nutrition Education and Counseling	<input checked="" type="checkbox"/> 900 Vendor Management
<input type="checkbox"/> 500 Breastfeeding Promotion and Support	<input type="checkbox"/> Farmer's Market Nutrition Program
WIC and Nutrition Section Contact: Kelli Darland	
Changes in coding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
New abbreviations: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list new abbreviations:	
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B. A list of the revisions to the Section is found below.	
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<u>900</u>	Updated Approved Food List items, Updated Minimum Stocking Requirements for Authorized Vendors