

**WIC and Nutrition Manual**  
**100 Policy Group**  
**Financial**

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# WIC Financial Management



**Kentucky Public Health**  
Prevent. Promote. Protect.

## Coding of Services

Proper coding assists agencies in keeping the expenses for the WIC Program within the allocations. WIC Coordinators and others who code to the WIC Program must review the methods of coding for various functions and ensure all staff is aware of proper coding.

- A. The Chart of Accounts for Cost Centers and the definitions for those cost centers are included in the Financial Management Section of the Administrative Reference.
- B. The following are the primary cost centers that are used for the WIC Program:
  - **804 WIC SERVICES** - Expenditures for WIC vendor related activities, Breastfeeding Peer Lactation Specialist counseling, WIC only trainings and other WIC activities not related to in person patient visits will be directly charged to this Cost Center. Appropriate clinic expenditures will be allocated to 804 from the 700, 718 and 899 Cost Centers.
  - **700 PERSONAL HEALTH SERVICES** - All allowable expenditures (provider related only and only to the extent included in the Medicare resource based relative value determination) made to provide the following are directly charged to this Cost Center. All expenditures made to provide WIC screening, enrollment, certification visits, food instrument issuance, personal nutrition education, and personal breastfeeding education services, etc. These expenditures are then allocated to the 804 cost center.
  - **718 RADIOLOGY, PATHOLOGY/LABORATORY** - All expenditures made to process WIC required lab tests in a health Department. These expenditures are then allocated to the 804 cost center. These expenditures are then allocated to the 804.
  - **899 CLINIC INDIRECT** – All expenditures made for the clinic scheduling, medical records, medical reception, medical service reporting, clinic supervision and medical billing/accounts receivable activities that benefit the 700, 718 and 804 Cost Centers. This includes time spent scheduling patients, medical records, service reporting, working of reports, mailing out of information, etc. Additionally, the time that a WIC Coordinator either in a single agency or a district spends providing clinical supervision such as quality assurance, working district or single agency reports, reviewing records, letters to participants, travel to other sites for quality assurance purposes, registration fees or other activities that benefit the clinical services are coded as clinical indirect.

## WIC PROGRAM CODING

Functions		Coding				
		700	718	804	899	840
Breast pump issues that are not face to face or involving a client i.e. cleaning, inventory, tracking a lost multi-user pump				804-139		
Clinic supervision					899-129	
Direct services to clients	Benefit issuance (EBT/FI) – initial or replacement	700-110				
	Breast pump issuance including phone follow-up with client	700-110				
	Certification/ Recertification/Mid-Certification Health Assessment	700-110				
	Food package changes/counseling	700-110				
	Formula issuance & follow-up – with grocer/pharmacy or phone call to physician regarding RX	700-110				
	Lab test (hemoglobin/hematocrit)		718-110			
	Individual Nutrition Education	700-110				
	Individual Breastfeeding education	700-110				
Formula call not during a face-to-	Grocer/pharmacy			804-129		

face service with a client						
	Phone call to a physician regarding an RX			804-129		
Group breastfeeding education	Planning			804-139		
	Conducting class	700-110				
Group nutrition education	Planning			804-138		
	Conducting class	700-110				
Letters to participants					899-110	
Phone calls to participants regarding appointments					899-110	
On-line nutrition education	Phone calls to participants				899-110	
	Reviewing online education /printing online education labels and documenting in chart	700-110				
	Training staff (WIC Specific Online Nutrition Policies)			804-180		
	Benefit Issuance	700-110				
Telephone Secondary Nutrition Education	Providing secondary nutrition education via telephone	700-110				
Outreach				804-125		
Quality Assurance					899-110	
	Inventory				899-110	
	Medical records				899-110	
	System reports				899-110	
Training (WIC only)				804-180		
Vendor related Activities	Agreements			804-129		
	Applications			804-129		

	Correspondence			804-129		
	Revalidation			804-129		
	Training			804-129		
WIC Narrative Plan				804-129		
Working system reports					899-110	

**WIC Breastfeeding Peer Counselor**  
 (Only applicable for those agencies that are grandfathered to have Peers as employees)

Functions	Coding				
	700	718	804	899	840
Attend quarterly Peer Counselor meeting					840-180
Complete Loving Support Training					840-180
Conduct Breastfeeding class					840-139
Counsel participants					840-139
Document contacts with participants					840-139
Follow-up on referrals					840-139
Refer clients to Lactation Specialist					840-139
Terminate clients per protocol					840-139

**WIC PEER COUNSELOR SUPERVISOR/ WIC PEER PROGRAM LACTATION SPECIALISTS**

Functions	Coding				
	700	718	804	899	840
Attend quarterly Peer Counselor/Peer Counselor Supervisor meeting					840-180
Arrange shadowing opportunities for new Peers					840-139
Complete Loving Support Training					840-139
Complete quality assurance reviews and quality assurance					840-139
Conduct staff meetings for Peers					840-180
Filing Paperwork				899-110	
Follow-up on referrals from Peers by a Lactation Specialist face-to-face in clinic	700-139				
Follow-up on referrals from Peers by a Lactation Specialist via phone call (not face-to-face)	700-139				
Recruit and interview for available positions					840-139
Referrals to Peers					840-139
Review time and travel of Peers				899-129	
Observe Peer counseling contacts				899-110	
Provide training					840-180
Working Reports				899-110	