

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 Manual	
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
<input type="checkbox"/> 200 Certification	<input type="checkbox"/> 700 Caseload Management
<input checked="" 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	
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	
WIC and Nutrition Section: 400	
<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 policies.
<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 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 type="checkbox"/> 400 Nutrition Education and Counseling	<input type="checkbox"/> 900 Vendor Management
<input checked="" type="checkbox"/> 500 Breastfeeding Promotion and Support	<input type="checkbox"/> Farmer's Market Nutrition Program
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:	
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>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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<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: 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>600</u>	Updated policy to include guidance during a disaster or food supply shortage
<u>601</u>	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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<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
	No changes.

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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 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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Policy #	Revision
<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"/> 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 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:	
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>900</u>	Updated Approved Food List items, Updated Minimum Stocking Requirements for Authorized Vendors