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**Subject: Local Agency Funding Principles: Overview**

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Effective Date: October 1, 2013

Revised from: August 1, 2010

**Policy:** The Kansas WIC Program receives funding from the U.S. Department of Agriculture (USDA) on a Federal Fiscal Year (FFY) basis (October 1 through September 30). Local WIC Agencies (LA) are funded on a Federal Fiscal Year and funds are allocated, effective October 1 of each year. Subsequent changes in the federal budget allocation (after October 1) may require adjustments to the amount allocated to each LA. At no time will allocated funds change without prior contact with LA. Carryover of funds from one fiscal year to the next is not allowed. LA contracts shall be signed and returned to the SA prior to reimbursements being dispersed for the FFY.

The State Agency (SA) assigns participation levels to each LA and communicates the participation level through the WIC Participation and Allocation Spreadsheet attached to the Contract. (Refer to policy [ADM: 02.01.00](#))

A LA's assigned participation is based on average participation levels of a three month period, a six month period or a yearly average depending on which average reflects the current caseload trend within the last 12 months. The SA monitors participation levels and will adjust participation levels as appropriate.

A LA must maintain participation levels of at least 98% of the contractually assigned participation, which is set by the SA. The LA shall perform sufficient outreach activities throughout the year to maintain the assigned participation levels. (See Policy ADM: 01.03.00)

If a LA fails to maintain at least 98% of its assigned participation level for a three-month period, the SA may reduce and recalculate the amount of allocated funds.

**Reference: CFR §246.6**

**Procedure:** Contractual agreements between KDHE and the LA contain information pertinent to the twelve-month Federal Fiscal Year (FFY) beginning October 1 and ending September 30. Contracts contain allocation amounts based on the estimated amount of federal funds available at contract processing time.

The contract contains information concerning nutrition services and administrative funds available to the LA. Depending on changes to funding, letters may be sent to LA several times during the year. The letters will be sent to LA WIC Coordinators who in turn are responsible for providing the letters to appropriate fiscal staff.

**How to Monitor Participation Levels**

The LA can compare their current participation with their assigned target participation levels by reviewing the Caseload Management Report in the KWIC system each month. The following instructions provide details on how to obtain the Caseload Management Report using the Client Services application.

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- Click on Reports
- Scroll down to Participation Report
- Select the report titled Caseload Management Report
- Select the clinic and the start date/run date
- Click on generate report

This is how LA's can monitor their monthly participation levels. The LA would use the "Total Participating" numbers from this report to compare it to the LA's assigned participation level and take appropriate action as needed.