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**Subject: WIC Advisory Committee (WAC)**

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Effective Date: October 1, 2016

Revised from: October 1, 2015

**Policy:** The WIC Advisory Committee's (WAC) purpose is to provide the State Agency (SA) with Local Agency (LA) and client input and recommendations on proposed new or revised policies and procedures. Questions on implementing policies and procedures should be directed to the SA, rather than to WAC. WAC meets on a quarterly basis with the SA. Agenda items are solicited and published in advance of WAC meetings. LA staff are responsible for contacting their WAC Representative or Alternate in response to information found in I-memos regarding upcoming agenda items.

Voting members of WAC shall include a LA representative or the alternate from each of the six WAC regions. The following listing identifies each LA within the WAC regions.

- **Southwest Region:** Finney, Ford, Grant, Haskell, Meade (and sub-agencies), Seward, Stevens, and Stanton
- **Northwest Region:** Gove, Graham, Greeley, Lane, Ness, Norton, Scott, Sheridan, Sherman, Trego, Wichita
- **South Central Region:** Barton, Butler, Cowley, Harvey, Pawnee, Reno (and subagency), Rice, Rush, Sedgwick, Southcentral Kansas Coalition for Public Health (and subagencies), Stafford, and Sumner
- **North Central Region:** Cloud (and subagencies), Dickinson, Geary, Lincoln, (and subagencies) Marion (and subagency), Marshall , Osborne (and subagencies), Riley, Russell, and Saline
- **Southeast Region:** Chautauqua, Cherokee, Crawford, Elk, Franklin, Greenwood, Linn, Lyon (and subagency), Montgomery, Neosho, SEK Multi-County (and subagencies), and Wilson
- **Northeast Region:** Doniphan, Douglas, Jefferson, Johnson, Leavenworth, , Miami, Nemaha, Northeast Kansas Multi-County (and subagencies), Shawnee (and subagencies), and Wyandotte.

Non-voting members of WAC include SA staff, and the LA National WIC Association (NWA) representative.

**Procedure:**

1. The SA responsibilities include the following:
  - a. Schedule quarterly meetings
  - b. Call for agenda items at least one month before each scheduled meeting

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- If no agenda items have been received two weeks prior to the meeting, the meeting will be cancelled
  - If agenda items are received, work with the designated meeting facilitator to prioritize agenda items and time limits
- c. Appropriate staff members from the SA will be in attendance at each WAC meeting. At a minimum, the WIC director or designee and the Nutrition Services Coordinator or designee will attend each WAC meeting. The purpose of this is to allow for adequate discussion of issues raised. Additional SA staff may attend when agenda items warrant.
- d. Distribute minutes to all LAs.
2. Regional LA representation rotates among the WIC agencies in the region.
- a. The LA will provide funding from its normal WIC allocation to pay for the WAC member's salary and expenses for attending meetings and other WAC duties.
- b. LA Representative terms are two years, starting on October 1, the first day of the federal fiscal year (FFY).
- c. The WIC Coordinators of the appointed agencies are responsible for designating the Regional LA representative and an alternate.
- d. The alternates assume responsibility if the representative is unable to attend a meeting or resigns as a member. Alternates may attend any meeting however only one vote is allowed from each region. Other duties can be shared between the representative and alternate.
- e. Every other year three new agencies are responsible to select the new WAC members. The manner of selection is up to the two responsible agencies. For example:
- Coordinators from the listed agencies may choose to be the WAC representative and alternate.
  - The representative and alternate may be from a single agency.
  - The coordinators may find a representative and alternate from different agencies in the region.
  - If someone from a different agency in the region is interested in serving, that person may contact the responsible agencies to volunteer for consideration.

FFY	North Central	Northeast	South Central	Southeast	Northwest	Southwest
2016		Miami Northeast KS Multi-County		Crawford Elk	Sheridan Sherman	
2017	Cloud Dickinson		Sedgwick Southcentral KS Coalition for Public Health			Stevens Stanton
2018		Nemaha Shawnee (& subs)		Franklin Greenwood	Trego Wichita	

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FFY	North Central	Northeast	South Central	Southeast	Northwest	Southwest
2019	Geary Lincoln (& subs)		Stafford Sumner			Finney Ford
2020		Wyandotte Doniphan		Linn Lyon	Gove Graham	
2021	Marion (& sub) Marshall		Barton Butler			Grant Haskell
2022		Douglas Jefferson		Montgomery Neosho	Greeley Lane	
2023	Osborne (& subs) Riley		Cowley Harvey			Meade (& subs) Seward
2024		Johnson Leavenworth		SEK Multi- County Wilson	Ness Norton	
2025	Russell Saline		Reno Rice			Steven Stanton
2026		Miami Northeast KS Multi-County		Chautauqua Cherokee	Scott Sheridan	
2027	Cloud Dickinson		Rush Sedgwick			Finney Ford
2028		Shawnee (& subs) Wyandotte		Crawford Elk	Sherman Trego	

3. LA Representative responsibilities include the following:
  - a. Convey input and make recommendations to SA regarding proposed WIC policies and procedures.
  - b. Represent and vote according to the consensus for the entire region.
  - c. Attend all meetings or arrange for alternate to attend either in person or by telephone.
  - d. Act as facilitator for assigned WAC meeting. This includes working with the SA to review the agenda, prioritize and set time limits for each agenda item and preside over the meeting.
  - e. Review WAC minutes before distribution to LA.
  - f. The goal of client involvement within WAC is to ensure that clients have a voice in the WIC program. WAC Regional Representatives are encouraged to solicit comments from clients within their service area when issues warrant a more broad based input to the WIC program. Concerns from clients also may be brought to WAC for consideration at meetings.

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4. The LA National WIC Association (NWA) Representative
  - a. Is elected in odd FFYs from nominations solicited from each LA. All nominees must be employed by a LA who is a dues-paying member of NWA.
  - b. Terms are two years, starting on October 1, the first day of even FFYs.
  - c. Represents Kansas as the voting member of the NWA LA Section. Attendance at the annual NWA meeting and NWA board meetings is expected.
  - d. The representative is responsible for disseminating all pertinent information to all LA. SA assistance with copying and mailing is available.
  - e. Attend WAC to report on NWA or LA section topics, as appropriate.
  - f. The LA NWA representative is not a voting member of WAC.
  - g. The LA will provide funding from its administrative grant to pay for the LA NWA member's salary for attending meetings and fulfilling other related duties.
  - h. Travel expenses will be reimbursed by the SA according to current state reimbursement policies. Contact the SA WIC Director prior to travel in order to make the necessary arrangements.
  
5. LA staff are responsible for contacting their WAC Representative or Alternate in response to information found in I-memos regarding upcoming agenda items.
  
6. Salary and travel expenses for WAC members will be reimbursed using the LA's regular WIC allocation via the affidavit. Travel costs can include mileage, lodging, meals and other related expenses.
  
7. Coordination will occur between WAC and the Vendor Advisory Group. At a minimum, WAC and the Vendor Advisory Group will both be involved with the WIC food approval process. Input from both groups will be solicited as the topic warrants.