



KANSAS WIC POLICY MEMORANDUM
KANSAS-WIC-P-2013-02

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: January 30, 2013

RE: Updated ADM: 01.01.00 Application Process for New Local Agency and
Appendix 5 Kansas WIC Application for New Local Agency
New ADM: 01.02.00 Application Process for Existing Local WIC Agency and
Appendix 6 Application for Existing Local WIC Agency
Policy Number Changes:
ADM 01.01.00 Client Waiting List is now ADM 01.03.01
ADM 01.02.00 Access to WIC Services now is ADM 01.03.02
ADM 01.03.00 Outreach is now ADM 01.03.03
Updated ADM: 02.03.00 Affidavits of Expenditures and Standard WIC Affidavit
Form
Voter Registration Update

**Updated ADM: 01.01.00 Application Process for New Local Agency and Appendix 5
Kansas WIC Application for New Local Agency**

The [ADM: 01.01.00 Application Process for New Local Agency](#) has been updated along with [Appendix 5 Kansas WIC Application for New Local Agency](#) to incorporate additional information needed in the equipment section due to computer specifications and needs.

ACTION REQUIRED: Notify all staff.

New ADM: 01.02.00 Application Process for Existing Local Agency and Appendix 6 Kansas WIC Application for Existing Local Agency

[ADM: 01.02.00 Application Process for Existing Local Agency](#) and [Appendix 6 Kansas WIC Application for Existing Local Agency](#) is a new policy and form. The policy is for those local agencies that have an interest in changing their existing status whether it is to request to be a stand-alone agency, add a new clinic site, add an existing clinic site to another existing agency or agency group or relocating an existing clinic site.

The local agency should contact the State Agency to discuss the potential options and to receive further instructions.

ACTION REQUIRED: Notify all staff.

Policy Number Change: ADM 01.01.00 Client Waiting List is now ADM 01.03.01

The Administration section of the Policy and Procedure Manual has been revised. As part of these changes, ADM 01.01.00 Access to WIC Services now has a new policy number: [ADM 01.03.01](#). There are no content changes.

ACTION REQUIRED: Notify all staff.

Policy Number Change: ADM 01.02.00 Access to WIC Services now is ADM 01.03.02

The Administration section of the Policy and Procedure Manual has been revised. As part of these changes, ADM 01.02.00 Access to WIC Services now has a new policy number: [ADM 01.03.02](#). There are no content changes.

ACTION REQUIRED: Notify all staff.

Policy Number Change: ADM 01.03.00 Outreach now is ADM 01.03.03

The Administration section of the Policy and Procedure Manual has been revised. As part of these changes, ADM 01.03.00 Outreach now has a new policy number: [ADM 01.03.03](#). There are no content changes.

ACTION REQUIRED: Notify all staff.

Updated ADM: 02.03.00 Affidavits of Expenditures and Standard WIC Affidavit form

The Affidavits of Expenditures policy [ADM: 02.03.00](#) and the [Standard WIC Affidavit](#) form have been updated to include the BFPC program. The policy provides more detailed instructions on how to complete the Standard WIC Affidavit. This form should be used by all Local Agencies even if they do not have a BFPC program. The revised form will help provide better efficiencies to the WIC program. Local Agencies should begin using the new form or a form similar to the revised form that encompasses the BFPC program.

If you have any questions concerning the form contact Rachelle Hazelton at rhazelton@kdheks.gov or call (785) 291-3134.

ACTION REQUIRED: Notify all WIC staff, as well as other Health Department or County staff who are involved with providing affidavits to the WIC Program.

Voter Registration Update

The [NOTICE – Proof of U.S. Citizenship Required for Voter Registration](#) form has been revised. It is now a 2-sided form, containing information in both English and Spanish. The reverse side has a listing of county election offices. The form can be found on the WIC web site in the “Forms/Administrative Materials” section.

The [Voter Registration Application](#) form will no longer be printed by the SA. LAs can get the form by downloading it from the Secretary of State’s web site (<http://www.sos.ks.gov/forms/Elections/voterregistration.pdf>). The form can also be found in the “Forms/Administrative Materials” section. This form can be photocopied on regular paper for distribution.

The [State of Kansas Agency Voter Declaration Form](#) is now available in Spanish, and can also be found in the “Forms/Administrative Materials” section.

ACTION REQUIRED: Notify all WIC staff.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Enclosures: