



**KANSAS WIC INFORMATION MEMORANDUM**  
**KANSAS-WIC-I-2013-12**

**TO:** Parent and Sub-Agencies

**FROM:** Dave Thomason  
Nutrition & WIC Services Director

**DATE:** September 17, 2013

**RE:** Vendor Trainer  
ProSoBee® Ready to Use Change at Walmart  
ZZ'd Out Clients  
2014 WIC Calendars  
Breastfeeding Certificates  
WIC Advisory Committee Minutes  
KWIC Focus-Transferring in One Year Child Certifications from Out of State  
Training: Educational Opportunities

**Vendor Trainer**

It has come to the SA's attention that some agency's Vendor Managers are not listed as trainers in Local Vendor Management. A user must be listed as a trainer before they can document vendor monitoring and training contacts. Trainers must be added by the SA. Each agency's Vendor Manager should check if they are listed as a trainer and contact Valerie Mellow if they need to be added. To view the list of "Available Trainers" in Local Vendor Management:

1. Open the "Vendor Training" screen and click the [Add] button, to open the "New Training" window.
2. Click the [Notes & Trainers] button at the top of the window, and scroll through the list of trainers. Trainers are listed alphabetically by first name.

**Action Required:** If the appropriate person is not listed as a trainer, send the trainer's name to Valerie Mellow at [VMellow@kdheks.gov](mailto:VMellow@kdheks.gov) or call 785-296-0092.

### **ProSoBee® Ready to Use Change at Walmart**

The SA has been notified that on October 12, 2013 Walmart will begin to replace Mead Johnson 32 oz. ready to use products with a Walmart-exclusive 4 pack of ready to use 8 oz. bottles (total of 32 fl. oz.) in most of their stores. Additionally, Walmart will no longer carry the 6 pack of 8 oz. ready to use bottles. ProSoBee is the only affected Mead Johnson formula issued by the Kansas WIC Program.

This new package size will be at Walmart only and Kansas will not be adding it to food packages. Please remind clients who use the 8 oz. 6 pack or 32 oz. Ready to Use ProSoBee that they will not be able to redeem their checks at Walmart. There will be no changes to the availability of the 32 oz. or 8 oz. 6 packs of ready to use ProSoBee at other vendors. There are only three Kansas WIC clients currently issued ProSoBee Ready to Use. The appropriate clinics have already been notified of this change.

**Action Required:** Notify all staff who tailor food packages to educate the caregivers that they will not be able to redeem checks for Ready to Use ProSoBee at a Walmart.

### **ZZ'd Out Clients**

When a duplicate WIC client record exists in KWIC, zz'ing out the inactive record prevents the pair from being identified as a potential dual participant by the KWIC system. Clinics should not be routinely zz'ing out clients unless instructed to by the KWIC Help Desk or SA staff, because it creates phantom clients. Additionally if the zz'd record contains any data, it cannot be joined or linked with another file. If a client record must be zz'd, make sure that on the Demographics window the "Release of Information to Web-IZ for all family members?" is marked Not Allowed and the "Link Infant to Mother" window is marked "Mother is not a WIC Participant."

To avoid zz'ing out clients/applicants all clinic staff should be sure to ask if the client has been on WIC in Kansas AND carefully read the messages on the dual participation pop-up and avoid creating the duplicate record in the first place.

**Action Required:** Avoid creating duplicate client records. If a duplicate record is created and needs to be zz'd out make sure that on the Demographics window the "Release of Information to Web-IZ for all family members?" is marked Not Allowed and the "Link Infant to Mother" window is marked "Mother is not a WIC Participant."

### **2014 WIC Calendars**

The SA will again purchase WIC nutrition education calendars for WIC clients. Pocket calendars will be available for clients; wall calendars will be available for WIC staff only. A separate email will be sent notifying LAs to submit their orders to the SA.

**Action Required:** Watch for email regarding ordering 2014 WIC nutrition education calendars. If you do not receive an email by 9/17/13, please notify Julie Ornelas, at [jornelas@kdheks.gov](mailto:jornelas@kdheks.gov) or 785-296-0094.

### **Breastfeeding Certificates**

WIC clinics with a permanent physical site that met the Healthy People 2020 breastfeeding initiation rate of 81.9% for calendar year 2012 received a “Congratulations Certificate.” These clinics are listed below. Clinics with an initiation rate of at least 70% in calendar year 2012 received a breastfeeding poster. Thank you for your support of breastfeeding.

- Chautauqua 88.9%
- Comanche 84.6%
- Edwards 86.7%
- Gove 84.6%
- Greenwood 82.1%
- Harvey 85.5%
- Hodgeman 100%
- Kiowa 94.1%
- Lane 93.8%
- Norton 88.9%
- Phillips 84.8%
- Republic 86.4%
- Rice 87.5%
- Riley 83%
- Sheridan 85.7%
- Sherman 86.3%
- Smith 92.9%
- Wabaunsee 90%
- Wichita 87.5%
- Woodson 91.3%

**Action Required:** Display the poster and/or certificated. Great work – congratulate yourselves.

### **WIC Advisory Committee Minutes**

You can find the August 29, 2013 WIC Advisory Committee meeting minutes on the WIC Advisory Committee page of the website. Notice the next meeting (conference call) is October 23, 2013. [http://www.kansaswic.org/local\\_agencies/WIC\\_advisory\\_comm.html](http://www.kansaswic.org/local_agencies/WIC_advisory_comm.html)

**ACTION REQUIRED:** Read as desired.

### **KWIC Focus – Transferring in One Year Child Certifications from Out of State**

This month’s issue of *KWIC Focus* is included at the end of this memo and is also available on the web site at [http://www.kansaswic.org/local\\_agencies/kwic\\_focus\\_newsletter.html](http://www.kansaswic.org/local_agencies/kwic_focus_newsletter.html).

**ACTION REQUIRED:** Have all staff read *KWIC Focus*.

### **Training: Educational Opportunities**

- **KS WIC Glow and Grow Breastfeeding Training** Each new WIC employee is required by USDA to attend this training. For more information, see the [Training page](#) of the Kansas WIC website. Space permitting, we will allow attendance of non-WIC staff at a higher registration fee. Consider inviting other non-WIC staff such as Healthy Start Home Visitors.
  - **November 21, 2013 – Wichita** – see registration details in the [August 2013 I-Memo](#) or the [Training page](#) of the Kansas WIC website. Registration due Nov. 18.
  - **Spring 2014 – Topeka (Date to be determined.)**
- **Certified Breastfeeding Educator** trainings presented by Debi Bocar, PhD, RN, IBCLC. October 16-18 in Blue Springs, MO. Registration now open - \$350 (lunch on your own and CBE certification cost is \$35.) Registration after October 1 is \$400. Register at <http://bepconference.eventbrite.com/>. For more information email Meggin Finkeldei at [loveforbirth@yahoo.com](mailto:loveforbirth@yahoo.com)
- **WIC Breastfeeding Basics**, a one hour online course from the WIC Works Resource System is now approved for 1 credit for dietitians, nurses and lactation consultants. WIC Breastfeeding Basics is the first WIC Works course to offer CERPs. You'll need to create an account, etc. Check it out today at <http://wicworks.nal.usda.gov/wic-learning-online>
- An Online Breastfeeding Continuing Education Tutorial: **Expanding Pediatricians' Roles in Breastfeeding Support: Continuing Medical Education (CME) Online Tutorial** There is no charge for this tutorial. To access the program, click on or cut and paste this link into your browser: <http://www.northeastern.edu/breastfeedingcme/index.html>

**ACTION REQUIRED:** Share information with appropriate WIC staff about these continuing education opportunities. Consider sending appropriate WIC staff according to your local agency training needs and as the local agency budget allows. If appropriate, refer to ADM 11.02.00 Financial Support for Local Agency On-Going Training for information on the possibility of obtaining financial support from the SA. Notice the policy specifies that staff time is not covered in these special funds.

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

Enclosures: *KWIC Focus*



## Transferring in One Year Child Certifications From an Out of State WIC Program

**Question:** What do I do when a child is transferring in from an out of state WIC Program and they have been certified for one year?

**Answer:**

KWIC Release 40 has a revision to the Transfer In from Out of State window to go along with the revised procedure in CRT 10.03.00 WIC Out of State Transfer Card Acceptance. (See September P-Memo.) Procedure step 2h:

If the transferring child has a one-year certification period from the originating state, staff are to do the following on the KWIC Transfer from Out of State WIC Program window:

- ◆ Check the “Transferring one year certification” box and
- ◆ Enter the Eligibility Begin date from the VOC information. KWIC will calculate the Eligibility End date.

Transfer From Out of State Program

**Transfer In from Out of State**

Client **Fry Jane**  
Birth Date **12/06/2011**

**You must enter an Eligibility Begin Date. The Eligibility End Date will be derived.**

Recorded	Note	Assigned Risk
08/27/2013	High Weight for Length	
08/27/2013	Short Stature (Recumbent)	
08/27/2013	Transfer of Certification	

Is the client physically present?  Yes  No If Not, Describe Reason

WIC Category **C** Eligibility Begin **00/00/0000** Eligibility End **00/00/0000** Priority **1**

Date of Last Income Determination **00/00/0000**

Transferring Family is Migrant  
 Transferring One Year Certification

Certified by **Sandi Fry** Save Cancel

