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**Subject: Application Process for New Local Agency**

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Effective Date: October 1, 2015

Revised from: January 4, 2013

**Policy:** When an organization expresses interest in becoming a WIC Local Agency (LA), the State Agency (SA) will send information regarding the Kansas WIC program and the responsibilities of being a WIC agency. The SA will instruct the potential new agency to complete the Kansas WIC Program Application for New Local Agencies, which should be completed and returned to the SA.

A copy of the Kansas WIC Program Application for Local Agencies can be found on the Kansas WIC Website under [Appendix 5 "WIC Application for New Local Agency"](#) of the policy and procedure manual.

**NOTE:** Contracts typically start at the beginning of a FFY (October 1<sup>st</sup>). A new agency to WIC will not start their online training until October 1<sup>st</sup> and won't provide actual WIC services for clients until a later date to be determined.

The SA will acknowledge receipt of an application within 20 days. If any additional information is needed or the application is completed incorrectly, the SA will inform the organization of the deficiencies within 20 days.

After receipt of corrections or additional information, the SA will analyze the request and inform the organization of the approval or disapproval of the request within 90 days.

**Reference: CFR §246.5**

**Procedure:** The SA ranks geographic areas and a special population under its jurisdiction in order of greatest need based on economic and health statistics, and approves new programs in this order.

When funds are available to open a WIC Program in an area, the SA selects a LA based on the type of service and capabilities of the agency. Organizations may submit applications to provide WIC services for new or existing service areas. Similar criteria are applied in both instances.

The LA will be selected in accordance with the following selection criteria and priority system:

The SA shall not enter into an agreement with any applicant agency, which the SA determines to have been seriously deficient in its operation of federal, state or local programs within the last 5 years. Any agency, which is identifiable with a seriously deficient sub-contracting agency through its corporation, organization, officers, employees, or otherwise, shall also be considered to be ineligible. The SA with Food and Nutrition Service (FNS) concurrence can consider, if good cause exists, an applicant agency distinct from the seriously deficient sub agency.

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- A. First, consideration shall be given to a public or private nonprofit health agency that will provide ongoing, routine pediatric and obstetric care and administrative services.
- B. Second, consideration shall be given to a public or private nonprofit health or human service agency that will enter into a written agreement with another agency for either ongoing, routine pediatric and obstetric care or administrative services.
- C. Third, consideration shall be given to a public or private nonprofit health agency that will enter into a written agreement with private physicians, licensed by the State, in order to provide ongoing, routine pediatric and obstetric care to a specific category of participants (women, infants, or children).
- D. Fourth, consideration shall be given to a public or private nonprofit human service agency that will enter into a written agreement with private physicians, licensed by the State, to provide ongoing, routine pediatric and obstetric care.
- E. Fifth, consideration shall be given to a public or private nonprofit health or human service agency that will provide ongoing routine pediatric and obstetric care, through referral to a health provider.

In instances where two or more organizations apply to serve all or part of the same service area, the above priority system applies. However, the SA may consider other factors in deciding which applicant agency will provide services. These factors may include the level of service disruption to participants, past performance of the agency, administrative burdens placed on the program, costs as detailed in the application, or other administrative factors impacting service delivery.

### **General Instructions**

An organization who would like to be a new WIC agency must provide the following information to the SA:

- Must first notify the SA of the desire to be a new WIC agency
- Provide a letter stating the reason why the organization would like to become a WIC agency
- Complete, sign and submit the Kansas WIC Application for New Local Agency
- Provide pictures of the exterior and interior of where WIC services would be performed

A copy of the Kansas WIC Application for New Local Agency can be found on the Kansas WIC website under [Appendix 5 WIC Application for New Local Agency](#) of the policy and procedure manual.

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**Completing the Kansas WIC Program Application for New Local Agencies**

The following information should be completed on the Kansas WIC Application for New Local Agencies:

- Clinic Site Information
- Staffing
- Equipment
- Referral Services
- Other Information
- Compliance with Title VI of the Civil Rights Act of 1964 (as amended)

**Instructions**

Include as much detail as possible when answering the questions on the application. Use additional pages if needed.

A. Provide the following information listed on page 1 of the application.

- Agency Name
- Address
- Telephone
- Fax
- Email 1
- Email 2 (if more than one available)
- Local Contact Person
- Title of the Contact Person
- Tax ID Number
- DUNS Number
- Website (if available)

**Clinic Site Information**

1. Describe your organization and include the geographic area your agency currently serves, such as county or city.
2. Describe why you wish to provide WIC services.
3. Describe approximately how many WIC clients you expect to serve at this site location. This will help the SA advise the applicant if the space being provided will be large enough to handle the anticipated caseload.
4. Describe the physical location in the county or counties in which you plan to provide WIC services and list each site's location and address.

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- a. Provide the approximate dimensions of the clinic areas to be used for WIC services at each site.
    - i. Example: number of rooms, square footage, etc.
  - b. Provide digital pictures of physical location and areas to be used.
  - c. Provide what the estimated monthly costs associated with the clinic area will be.
    - i. Example: rent, space allocation, utilities, etc.
  - d. Provide what the operating hours at the clinic site location(s) will be.
  - e. Provide what the WIC operating hours at the clinic site location(s) will be.
5. Clinic sites must ensure that disabled applicants and clients are accorded the same benefits and access to facilities. Are the location(s) described above accessible to persons with disabilities (ADA Compliant)? If answered no to this question, indicate your plan to make services available to persons with disabilities.
6. Sufficient parking needs to be available to keep from deterring clients from their appointments due to lack of parking availability. Is adequate parking available to serve the anticipated caseload? If no, indicate your plan for adding additional parking.
7. Public transportation is one of the many ways applicants or clients travel to their appointments. Is public transportation available near the clinic site? If no, indicate where or if public transportation is available.
8. Individual or group sessions provide clients with information and educational materials designed to improve health status, achieve positive change in dietary habits, emphasize relationships between nutrition and health, incorporate physical activity into their lifestyle, all in keeping with the individual's personal, cultural, and socioeconomic preferences. How much space will be available for Nutrition Education?
9. Individual or group sessions provide clients with information and educational materials designed to encourage, promote and continue the duration of breastfeeding along with all of the health benefits. How much space will be available for Breastfeeding Promotion & Support?
- A lactation room would be beneficial to the site location for breastfeeding moms whether they are clients or staff.
10. What is the earliest date WIC services could start if your application is approved?

**Staffing**

WIC regulations require that a competent professional authority (CPA) complete the WIC certification process, which includes determining nutritional risk and prescribing supplemental foods. A CPA is defined as a licensed registered dietitian, a registered nurse, a physician, or registered physician's assistant. Additionally, WIC requires that a Kansas licensed dietitian

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(RD) complete high-risk nutrition counseling and oversee the Nutrition Services Plan preparation.

11. Provide the number of CPA's that will be available to provide WIC services within your organization for Registered Nurses, Kansas Licensed Dietitians, Physicians and Registered Physician's Assistants.
12. A monthly affidavit is a form used by Local Agencies to request reimbursement for expenses associated with the provision of WIC services and each monthly affidavit is due by the 20<sup>th</sup> of the following month. Who will be responsible for providing monthly financial and administrative reports to the SA?
13. A grocery store or commissary authorized by the Kansas WIC program to accept WIC checks is a WIC Vendor. Yearly vendor monitoring, training and periodic vendor education is required of all WIC agencies. Name at least one staff member who will be responsible for providing vendor monitoring, training and education.
14. WIC agencies submit a yearly Nutrition Services Plan (NSP) to the SA. The NSP is an annual plan consisting of a need assessment, nutrition goals, objectives and action plans designed to meet the identified needs of the population and WIC agency. Name who will be responsible for providing the NSP.
15. Administrative professionals who are not CPA's such as: clerks, LPNs or administrators can perform WIC duties such as income determination, scheduling and printing notices of appointments. How many administrative professionals will be available within your organization to work with the WIC program?
16. Clinics must have access to and provide interpreters for Limited English Proficiency (LEP) and hearing impaired clients. Does the clinic have access to these services in your community? If no, indicate your plan for accessing services.
17. Do you currently have sufficient staff to handle the duties described in questions 11-16 or do you anticipate hiring additional staff?

**Equipment**

18. Describe the existing computer environment at the proposed clinic location. For example:
  - a. Are there computers currently at that location available for use? Computers must have a minimum of 2GB.
  - b. Are internet connections available? Preferred internet speed: 6MB upstream and 6 MB downstream.
  - c. What kind of internet connection do you have available? (Cable, DSL, T1)
  - d. Who is your internet provider?

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- e. Are computers networked?
  - f. At any given time, what would be the maximum number of KWIC users that would access the system?
  - g. How many check printers will be needed at this location?
19. What is the relationship like between the clinic location and IT services. Is the IT service in-house (County IT) or contracted?
20. Does the clinic location have the following equipment available for use for WIC, if yes indicate how many?
- a. Adult Scales
  - b. Infant Scales
  - c. Stadiometer
  - d. Infant Recumbent Length Board
  - e. Hemoglobin/Hematocrit machine
21. What type of additional equipment will be needed? Complete the chart.
- a. Computers
  - b. Check Printers
  - c. Signature Pads
  - d. Adult Scales
  - e. Infant Scales
  - f. Stadiometer
  - g. Infant Recumbent Length Board
  - h. Hemoglobin/Hematocrit machine
  - i. Miscellaneous

**Referral Services**

22. WIC is intended to be an adjunct to on-going health services. Referrals to other health care providers must be included in services provided to WIC clients. Check the type of services currently provided at each proposed clinic site on the application. Include more than one clinic if needed.

**Other Information**

23. Indicate any additional information or comments that may help facilitate review of the application.

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**Compliance with Title VI of the Civil Rights Act of 1964 (as amended)**

Title VI of the Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, sex, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

24. Has your agency had any recent (within the past year) history of non-compliance with the provisions of Title VI? If yes, please explain.

25. Are there any civil rights discrimination complaints pending against your agency. If yes, please explain.

Sign and date the application and return it back to the SA.

If the application is approved, additional items may be requested from the applicant.