

KANSAS WIC POLICY MEMORANDUM
KANSAS-WIC-P-2013-06

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: May 17, 2013

RE: Certification – WIC Income Eligibility Guidelines
Certification – Adjunctive Eligibility Clarification
Fiscal – FFY2014 WIC Local Agency Budget now available

WIC Income Eligibility Guidelines will change effective June 1, 2013

New WIC Income Eligibility Guidelines for policy [CRT: 06.01.00](#) will change effective June 1, 2013. The updated policy will be available to print off on June 1, 2013 from the Kansas WIC website. These figures will be used by all Kansas WIC Local Agencies until the next revision. The State Agency has coordinated with CQuest to update the Income Eligibility Guidelines in the KWIC System, effective June 1, 2013.

ACTION REQUIRED: Notify all staff members of this change.

Adjunctive Eligibility Clarification

During the Income Breakout Session at this year's Kansas WIC Conference, there was some confusion about mothers who were pregnant and had a medical card, but were now Postpartum and how this affects the newborn's adjunctive eligibility. This same question was addressed at the WIC Conference two years ago. Here is what was posted on the [P-Memo from May 13, 2011](#).

Question 1:

Can LA staff make an assumption that the newborn would be eligible for Medicaid since the infant's mother had a medical card at the time of the infant's certification?

Answer 1:

The answer is: No. WIC cannot assume that the infant is Medicaid eligible because the mother of the infant has a medical card.

Also, the infant is not adjunctively eligible for WIC based on his/her mother's Medical card because the mother is no longer pregnant. The infant can be certified in one of two ways: 1.) If the mother comes to the clinic with proof of income that meets WIC income eligibility guidelines, the infant can be certified and given three month's worth of WIC checks. 2.) If the mother comes to the clinic with no proof of income, her infant can be certified and given only one month's worth of WIC checks. The mother should be instructed to return with proof of income or apply for a medical card for her infant. When the card is received she could bring the infant's medical card with her on a subsequent appointment or staff can look the information up on the KMAP system. The infant would then be adjunctively eligible for WIC and could be issued additional checks.

Question 2:

What about a mother who today, has a current KanCare card according to the "KMAP" website. Is mom eligible as Postpartum since that Kancare card was issued based on her pregnancy? Do we need to wait until the infant gets a medical card?

Answer 2:

The answer to the first part of the question is Yes. Mom is eligible as Postpartum even though her card was issued while she was pregnant as long as it states Title XIX in the KMAP system since Title XIX meets the adjunctive eligibility requirement, whereas Title XXI does not meet adjunctive eligibility requirements.

The answer to the second part of the question about waiting until the infant gets a medical card is No. The infant can be certified in one of the two ways listed in Answer 1, which is listed above.

If you have any questions, please contact your Management Evaluation staff.

ACTION REQUIRED: As appropriate, review policy CRT 06.01.01 Adjunctive Eligibility with staff.

FFY2014 WIC Local Agency Budget spreadsheet

It's time to begin the budget process for FFY2014.

Special Note: Due to potential reductions in funding in FFY2014, please ensure that budget line items are not inflated in any way.

The FFY2014 WIC Local Agency Budget spreadsheet is now available on the Kansas WIC website to be completed. The Annual Budget policy should be reviewed prior to completing the Budget process.

The electronic version of the Annual Budget policy can be found in the Administrative section of the policy and procedure manual on the Kansas WIC website at:

http://www.kansaswic.org/manual/ADM_02_02_00_Annual_Budgets.pdf .

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The “FFY2014 WIC Local Agency Budget” spreadsheet can be found near the bottom of the Forms/Administrative Materials section of the Kansas WIC website at:
http://www.kansaswic.org/local_agencies/administrative_materials.html .

The FFY2014 WIC Local Agency Budget and all the supporting documentation is due by **July 12, 2013**. Refer to the Kansas WIC Budget Instructions and Checklist included in this email for a complete list of items requested for the budget process. Print out the checklist and submit it with the budget.

Note: there will be regional meetings held on the new Baby Cues training. This will be a one day training that all staff will be required to attend. Based upon your estimated number of employees you may want to add estimated costs for one or two nights lodging (depending on location) and travel, plus any associated expenses for this training. Training sites have not yet been determined.

Also, we expect to continue to have the one day new employee Breastfeeding training, which is offered two different times throughout the year in addition to the on-line modules. Based upon your estimated employee turnover, for each new employee, add estimated costs for one or two nights lodging (depending on location) and travel to Topeka in June or Wichita in November, plus associated expenses.

These estimated costs should be placed in Section III: Agency Operations and Program Supplies on the WIC Local Agency Budget spreadsheet for the line item “Employee Training Expenditures” under the Breastfeeding Promotion and Support cost category. Just as a reminder, wages are not included in Section III, but should be placed in Section I, Employee Services.

If you have questions about the budget process contact Rachelle Hazelton at (785) 291-3134 or rhazelton@kdheks.gov .

ACTION REQUIRED: Notify all WIC staff, as well as other Health Department or County staff who are involved with developing the WIC budget spreadsheet. Review the changes and use the WIC Local Agency Budget FFY2014 spreadsheet and submit all the supporting documentation by **July 12, 2013**.

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

Enclosures

Kansas WIC Budget Instructions

The FFY2014 WIC Local Agency Budget spreadsheet is now available on the Kansas WIC website to be completed. Local Agencies **must** use the WIC Local Agency Budget spreadsheet for FFY2014.

The FFY2014 WIC Local Agency Budget spreadsheet and supporting documentation is due by **July 12, 2013**. Refer to the Kansas WIC Budget Checklist on the next page for a complete list of items being requested.

Refer to the Annual Budget policy on the Kansas WIC website for instructions on completing the WIC Local Agency Budget at the following link:

http://www.kansaswic.org/manual/ADM_02_02_00_Annual_Budgets.pdf.

The WIC Local Agency Budget spreadsheet is located in the “Forms/Administrative Materials” section on the Kansas WIC website under “WIC Local Agency Budget FFY2014” in the following location:

http://www.kansaswic.org/local_agencies/administrative_materials.html.

The budget spreadsheet is an Excel spreadsheet that consists of two pages. The spreadsheet will open up in Excel and can be saved to the computer’s hard drive. The budget spreadsheet has formulas that should automatically calculate totals when amounts are entered into the form.

Please review these policies before completing the budget spreadsheet. [ADM 02.03.01 Allowable Costs](#); [ADM 02.03.02 Unallowable Costs](#); and [ADM 02.03.03 Time and Effort Reporting](#).

NOTE:

- When requesting additional training funds – refer to policy [ADM: 11.02.00 Financial Support for Local Agency On-Going Training](#) and submit the appropriate form.
- Computer purchases are no longer part of the budget process and are handled through policy [ADM: 07.05.00 “KWIC Equipment Purchase, Warranty or Repair”](#). Submit the appropriate form to your State Lead Contact.

Complete the following checklist and submit it along with the FFY2014 WIC Local Agency Budget and supporting documentation.

Kansas WIC Budget Checklist

This checklist is to be completed, signed and returned along with FFY2014 WIC Local Agency Budget spreadsheet and supporting documentation by July 12, 2013. Missing information can lead to a delay in the approval process of the Local Agency's Budget. The information will be returned to the Local Agency for completion.

Check off and attach the following items when submitting the FFY2014 WIC Local Agency Budget spreadsheet:

- FFY2014 WIC Local Agency Budget spreadsheet for each agency (parent and sub-agencies).
- Signed copies of all agreements for personnel, sub-agencies and clinic sites etc. (if your agency is a parent agency).
- Signed copies of contractual agreements for Dietitians.
- Copy of Indirect Cost Allocation Plan for FFY2014 (only for those agencies who claim indirect costs).
- Copy of the Approval letter for Indirect Cost for the time period of **July 1, 2013 through June 30, 2014** is included (used only for agencies who claim indirect costs).
- Clinic Availability document (as described in Annual Budget policy).
- Provide justification as to why your agency is not able to meet the 1/6th Nutrition Education Expenditure (if applicable).
- Provide justification as to why your agency budget is 5% greater than the prior year's expenditures (if applicable).

I have verified that all of the information requested for the FFY2014 WIC Local Agency Budget has been completed and the supporting documentation is included.

Authorized Agency Representative

Date

Title

Phone Number