

**KANSAS WIC POLICY MEMORANDUM**  
**KANSAS-WIC-P-2013-07**

**TO:** Parent and Sub-Agencies

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

**DATE:** June 28, 2013

**RE:** WIC Fact Sheet  
FFY2014 WIC Local Agency Budget Reminder  
2014 Nutrition Services Plan

**WIC Fact Sheet**

The WIC Fact Sheet for both English and Spanish have been updated to incorporate the revised income guidelines and is now available to be printed off from the Kansas WIC website under the [Forms/Administrative Materials](#) link.

**ACTION REQUIRED:** Notify all staff members of this change.

**FFY2014 WIC Local Agency Budget Reminder**

This is just a reminder that the FFY2014 WIC Local Agency Budget is due on or before July 12, 2013. Refer to [May's P-Memo](#) for the budget instructions and checklist.

**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**.

**2014 Nutrition Services Plan**

The Guidance document, including instructions and forms, for the 2014 Nutrition Services Plan was sent in an email on 6/7/13 to Nutrition Services Coordinators, WIC Coordinators, Breastfeeding Coordinators and Registered Dietitians. This information is also available on the WIC website at: [http://www.kansaswic.org/manual/Nutrition\\_Services\\_Plan\\_Guidance.doc](http://www.kansaswic.org/manual/Nutrition_Services_Plan_Guidance.doc).

WIC-P-2013-07

June 28, 2013

Page 2 of 2

Completed 2014 Nutrition Services Plans should be submitted by Local Agencies no later than November 1, 2013 to your SA Nutritionist. It is preferred that Plans be submitted electronically.

**ACTION REQUIRED:** Submit 2013 Nutrition Services Plans per instructions listed above.

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

Enclosures: