



**KANSAS WIC POLICY MEMORANDUM**  
**KANSAS-WIC-P-2014 03**

**TO:** Parent and Sub-Agencies

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

**DATE:** January 24, 2014

**RE:** PPM FCI: 01.00.00 – Approved Foods  
PPM ADM: 09.00.00 – WIC Advisory Committee Revised  
PPM - FFY2014 Policy and Procedure Manual Revisions  
Signatures Required on Affidavits and Time Studies

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

**PPM FCI: 01.00.00 – Approved Foods**

Changes to the approved food list are coming with an effective date of March 1, 2014. The following items are the main changes and are further defined in the enclosed ‘Summary of Changes’:

- Baby food glass jars have been changed to containers (manufacturers will be moving away from glass to plastic during the next two years.);
- Milk, eggs and cheese any brand has been changed to “Store brand or Least Expensive brand available” (smaller stores may not have a ‘store brand’ in which case clients need to look for the least expensive available on the shelf at the time of purchase);
- Cereal sizes 12oz, 18oz, 24oz & 36oz has been changed to sizes 11oz or larger, up to 36oz (which added more cereal choices.)

Both approved food lists will be in effect between March 1 and May 31, 2014. Starting on June 1, 2014, only the 2014 approved food list will be in effect. Local WIC Agencies (LA) will receive new WIC Program Booklets in mid-February, which will be effective March 1, 2014. Pam Combes will be sending an email to coordinators explaining the program booklet changes.

Vendors will receive a newsletter in February announcing the revised food list along with the Vendor program booklets and shelf tags. The State Agency (SA) will ship initial Vendor Program booklets and shelf labels directly to each store. The SA decided in an effort to save costs on printing and shipping that we would go to a more generic “WIC Approved” shelf label.

The SA will update the training power point that LA Vendor managers use to train new stores and it will be available in March. The power point training presentation should be used by the Vendor Managers who are training stores for their contract renewal this year.

The enclosed “Kansas WIC Program Approved Food List-Summary of Changes” details the changes in approved foods effective March 1, 2014. This document should be used by clinic staff to help educate clients. For your convenience, a printer friendly copy of the document is also available on the web page.

**ACTION REQUIRED:** Please review policy and educate clients in preparation for the effective date of March 1, 2014. It is highly important that LA staff take the extra time with clients to cover the changes on the client’s checks.

**PPM ADM: 09.00.00 – WIC Advisory Committee Revised**

PPM ADM: 09.00.00 - WIC Advisory Committee (WAC) policy has been revised to change the way WAC regional LA representatives are selected. Effective October 1, 2014 the regional LA representation will rotate among the WIC agencies. The WIC Coordinators of the designated agencies will be responsible for selecting the regional representative and an alternate. Every other year two new agencies are responsible to select the new WAC member.

FFY	North Central	Northeast	South Central	Southeast	Western
2013	Osborne		Reno Southcentral KS Coalition for Public Health		Meade Scott
2014		Leavenworth Johnson		Cherokee Lyon	
2015	Riley Saline		Rice Rush		Ness Seward
2016		Marshall Miami		Crawford Elk	
2017	Trego Cloud		Sedgwick Stafford		Sheridan Sherman
2018		Nemaha Northeast KS Multi-County		Franklin Greenwood	
2019	Dickinson Geary		Sumner Barton		Southwest KS WIC Stevens
2020		Shawnee		Linn	

FFY	North Central	Northeast	South Central	Southeast	Western
		Wyandotte		Neosho	
2021	Graham Harvey		Butler Cowley		Wichita Ford
2022		Doniphan Douglas		SEK Multi- County Wilson	
2023	Lincoln Marion		Pawnee Reno		Gove Grant
2024		Jefferson Johnson		Chautauqua Cherokee	
2025	Osborne Riley		Southcentral KS Coalition for Public Health Rice		Greeley Meade

**Action Required:** All WIC Coordinators should review the revised policy. For the fiscal year 2015 (beginning October 1, 2014) WAC representatives and alternates for the North Central, South Central and Western regions will be needed – as highlighted in yellow on the table. The designated WIC Coordinators should notify Patrice Thomsen of the new Representatives and Alternate by August 31, 2014. Use [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov) or 785-296-1189

**FFY2014 Policy and Procedure Manual Revisions**

This year the SA was required to submit all Kansas WIC Policy and Procedures to the USDA Mountain and Plains Regional Office (MPRO) for review. MPRO has until March 31<sup>st</sup> to complete the review and will be sending the SA comments about needed revisions and/or clarifications as they come up. The SA will revise the policies as needed and notify clinics of the revised policies posted to the website in the monthly P-Memos.

Since the last P-Memo the following policy was revised:

- CRT 06.02.10 Determining Household Income. Revised to add another policy reference to the procedure.

**ACTION REQUIRED:** Review the change and implement new procedures immediately. If you have any questions contact your assigned State Agency staff.

**Signatures Required on Affidavits and Time Studies**

Just as a reminder **signatures are required** on all affidavits submitted for reimbursement and on all time studies. Typed names or blanks do not meet the requirements for either the affidavits or

time studies. Refer to policy [ADM: 02.03.00 Affidavit of Expenditures](#) and [ADM: 02.03.03 Local Agency Time & Effort Reporting](#).

If you have questions, contact Rachelle Hazelton at (785) 291-3134 or by email at [rhazelton@kdheks.gov](mailto:rhazelton@kdheks.gov).

**ACTION REQUIRED:** Notify all WIC staff as well as other Health Department or County staff who are involved with providing affidavits as well as time studies for the WIC Program.

# Kansas WIC Program

## Approved Foods

### Summary of Changes

This summary details changes that are effective March 1, 2014. These changes affect WIC checks that are printed after March 1. WIC checks printed prior to March 1 will contain foods from the current approved list which was effective October 2011.

Please refer to the WIC Program Booklet for detailed information on approved foods.

#### Baby Food - Fruits and Vegetables

- ◆ No change in approved food product or size
- ◆ **Cannot buy:** desserts, dinners, cobblers, delights, or **organic (multi-packs were taken out.)**

#### Baby Food – Meats

- ◆ No change in approved food product
- ◆ **Cannot buy:** dinners or organic

#### Infant Cereal

- ◆ No change in approved food product

#### Milk (includes Lactose Free, Evaporated and Dry Milk)

- ◆ **Changed to Store brand or Least Expensive brand available from Any Brand**
- ◆ **Cannot buy:** buttermilk, flavored milk, raw unpasteurized milk, non-dairy milk substitutes, rice milk, organic or almond milk

#### Cheese

- ◆ **Changed to Store brand or Least Expensive brand available from Any Brand**
- ◆ Clients may purchase two 8 oz packages or one 16 oz package
- ◆ **Cannot buy:** imported cheese, cheese food, product or spread, shredded cheese, cheese with added flavors, individually wrapped slices or organic

#### Eggs

- ◆ **Changed to Store brand or Least Expensive brand available from Any Brand**

#### Fruits & Vegetables

- ◆ No change

#### Juice

- ◆ Remained Brand Specific (except for orange juice), see Program Booklet for changes in brands

## Peanut Butter

- ◆ Remained Any Brand
- ◆ Authorized sizes are 16 – 18 oz jar
- ◆ **Cannot buy:** peanut butter spreads, peanut butter with added flavors or fortified peanut butter, natural or organic

## Fish

- ◆ Remained Any Brand
- ◆ Authorized container sizes are 5 to 15 oz containers
- ◆ No change in allowed container - can or foil pouch may still be purchased
- ◆ **Cannot buy:** albacore tuna, tuna spreads, or any other type of salmon, lunch packs or fish with added flavoring

## Canned Beans

- ◆ Remained Any Brand – **removed approved list and kept the “cannot buy” list.**

## Whole Grains

- ◆ 100% Whole Wheat Bread/Rolls/Buns
  - Remained Any Brand
  - Approved package size is now 12 – 32oz
- ◆ Whole Wheat Tortillas
  - Remained Brand Specific, see Program Booklet for changes in allowed brands
  - Approved package size is now 8 – 32 oz
- ◆ Soft Corn Tortillas
  - Changed to Any Brand from Brand Specific
  - Approved package size is now 8 – 32 oz
- ◆ Brown Rice
  - Remained Any Brand
  - Approved package size is now 12 – 32 oz

## Breakfast Cereal

- ◆ Remained Brand Specific, see Program Booklet for changes in allowed brands
- ◆ **Approved sizes changed to 11 oz packages or higher from only 12, 18, 24 or 36 oz packages**