



**KANSAS WIC POLICY MEMORANDUM**  
**KANSAS-WIC-P-2014 09**

**TO:** Parent and Sub-Agencies

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

**DATE:** September 29, 2014

**RE:** Policy and Procedure Manual Revisions for FFY 2015

**Policy and Procedure Manual Revisions for FFY2015**

Attached is a summary table of the revisions to the FFY2015 Policy and Procedure Manual that go into effect on October 1, 2014. All changes included on the table will appear on the website no later than the October 1, 2014 implementation date. Any changed policies will be noted "October 2014" in red on the PPM Table of Contents on our Website.

[http://www.kansaswic.org/local\\_agencies/policy\\_procedure\\_manual.html](http://www.kansaswic.org/local_agencies/policy_procedure_manual.html)

Please note: The KWIC system will be updated on 10/03/2014 to reflect the policy changes.

**ACTION REQUIRED:** Review the list of changes and implement new procedures immediately. If you have any questions contact your assigned State Agency staff. If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Enclosures: Summary Table

<b>Policy Name</b>	<b>Summary of PPM FFY 2015 Changes</b>
<b>Administration</b>	
ADM 01.03.01 Client Wait List	Added "Those applicants who ask to be put on a wait list must be so placed" and message on KWIC Dashboard added.
ADM 01.03.03 Outreach	Updated TAF to TANF
ADM 01.04.00 Breastfeeding Peer Counselor Program Operation	Revised to match changes in KWIC/BFPC documentation
ADM 02.02.00 Annual Budgets	Minor word changes throughout policy
ADM 02.02.01 Building Cost Allocations	Minor word changes throughout policy
ADM 02.03.00 Affidavit of Expenditures	Minor word changes throughout policy
ADM 05.00.00 State Agency Management Evaluations	Added new stand-alone county agencies
ADM 05.01.00 BFPC ME	Changed policy name to BFPC Program Site Visits and changes throughout policy
ADM 07.01.00 Emergency Situation Plan and Reporting	Minor word changes throughout policy and hyperlink added
ADM 07.02.00 KWIC Security	Updated policy due to multi-site conversion. Clinics no longer have on-site servers.
ADM 07.05.00 KWIC Equipment Purchase, Warranty and Repair	Added warranty information for Topaz Electronic Signature Pad, HP MICR Printer and Ricoh MICR Printer
ADM 07.06.00 KWIC Internet Service	Increased the bandwidth requirements and made minor wording changes
ADM 07.07.00 Power Outages	Policy deleted
ADM 09.00.00 WIC Advisory Committee	Wording changes
ADM 10.03.00 Breastfeeding Coordinator	Added Certified Breastfeeding Educator credential
ADM 10.03.01 Breastfeeding Peer Counselor Supervisor Job Responsibilities	Changed to CBE equivalent
ADM 10.07.00 Breastfeeding Peer Counselor Job Responsibilities	Minor word changes
<b>Certification</b>	
CRT 01.02.00 Certification Periods	Addition of 30-day temporary certification periods
CRT 01.02.01 Change in Certification Periods	Procedure 1: Deleted "if more than about 3 weeks". Procedure 2: For clinic convenience, the certification period may be shortened up to 30 days.
CRT 01.02.02 Thirty-Day Temporary Certification Period	Adds 30 Day Temporary Certification for clients without proof of client ID or residency at the certification visit

<b>Policy Name</b>	<b>Summary of PPM FFY 2015 Changes</b>
CRT 03.00.00 Certification Visit	Adds 30 Day Temporary Certification for clients without proof of client ID or residency at the certification visit.
CRT 03.03.00 Certification and Recertification Appointments	Deleted details about how early could schedule a recertification-instead refers to CRT 01.02.01
CRT 03.04.00 Mid-Certification Appointment for Infants and Breastfeeding Women	It is required to document the referral status of four programs at Mid-cert, in addition to Cert visits (Kansas Food Assistance Program, Medicaid, Child Support Enforcement, and Temporary Assistance to Families)
CRT 04.00.00 Proof of Identity	Adds 30 Day Temporary Certification for clients without proof of client ID at the certification visit
CRT 05.00.00 Residential Eligibility and Proofs	Adds 30 Day Temporary Certification for clients without proof of residency at the certification visit
CRT 06.01.00 Income Eligibility Chart	Changed income guidelines
CRT 08.02.00 Medical and Social Service Referrals	It is required to document the referral status of four programs at Mid-cert, in addition to Cert visits (Kansas Food Assistance Program, Medicaid, Child Support Enforcement, and Temporary Assistance to Needy Families). Deleted CSFP from list of DCF programs.
CRT 08.05.00 Commodity Supplemental Food Program Referral	Policy deleted. CSFP no longer serves women, infants and children formerly on WIC
<b>Food and Check Issuance</b>	
FCI 01.00.00 Approved Foods	Updated for current food list
FCI 01.01.00 Allowable Food Selection Process and Product Requirements	Changed some of the timeframes and added ingredients to cereal and container size to soy milk
FCI 02.00.00 Food Packages	In food pkg. 7, Added that a Pregnant Women may receive food package 7 (more food) if she has a linked breastfeeding infant. Also clarified that for Breastfeeding Women, the multiple Mostly breastfed infants must be from the same pregnancy.
FCI 02.02.00 Food Packages for Children	Chg. for assignment of soy milk and tofu to CPA without Special Issuance Authorization. Issuance of cheese beyond established substitution rates no longer allowed. 2% milk no longer allowed without CPA clearance; one pound cheese only allowed.
FCI 02.02.01 Child Food Packages-Special Formula	2% milk changes. Added Carnation Breakfast Essentials, Nutramigen Toddler, Good Start Nourish, Pediasmart Soy Powder, Renalcal RFT, Suplena RTF

<b>Policy Name</b>	<b>Summary of PPM FFY 2015 Changes</b>
FCI 02.03.01 Food Packages for Pregnant Women	2% milk no longer allowed without CPA clearance. Chg. for assignment in excess of max of tofu to CPA without a Special Issuance Authorization. Issuance of cheese beyond established substitution rates no longer allowed. Food package 7a allowed for Pregnant women with a linked breastfeeding infant (no longer need to leave a pregnant breastfeeding woman as breastfeeding for her to receive the exclusively breastfeeding food pkg.)
FCI 02.03.02 Food Packages for Breastfeeding Women	2% milk no longer allowed. Chg. For assignment in excess of max of tofu to CPA without a Special Issuance Authorization. Issuance of cheese beyond established substitution rates no longer allowed
FCI 02.03.03 Food Packages for Postpartum Women (non-breastfeeding)	Changed for assignment in excess of max of tofu to CPA without a Special Issuance Authorization. Issuance of cheese beyond established substitution rates no longer allowed. 2% milk no longer allowed.
FCI 02.04.00 Tailoring a Food Package	Chg. For assignment in excess of max of tofu to CPA without a Special Issuance Authorization. Issuance of cheese beyond established substitution rates no longer allowed.
FCI 02.06.00 Direct Formula Shipments	Added Cyclinex and Monogen powder
<b>Nutrition Education</b>	
NED 02.00.00 Nutrition Education Contact	Changes secondary nutrition education requirement for children certified for 1 year to parallel that of infants and breastfeeding women
NED 02.02.00 Nutrition Education Contact-Second, Low Risk	Changes secondary nutrition education requirement for children certified for 1 year to parallel that of infants and breastfeeding women
NED 02.03.00 Nutrition Education Contact, Second, High Risk	Changes secondary nutrition education requirement for children certified for 1 year to parallel that of infants and breastfeeding women; changing secondary nutrition education from high risk to low risk only allowed with documentation that the high risk condition was resolved
NED 05.03.00 Breastfeeding Peer Counselor Program	Changed observation requirements, added BFPC summary window from KWIC, and CLE qualifications
<b>Program Integrity</b>	
PRI 01.02.00 Civil Rights Complaints	Updated with new non-discrimination statement
PRI 02.00.00 Program Abuse and Sanctions	Updated with new non-discrimination statement
PRI 03.01.00 Fair Hearing-Request and Procedures	Procedure changes throughout
PRI 04.00.00 Confidentiality of WIC Program Information	Removed CSFP from list of referrals

<b>Policy Name</b>	<b>Summary of PPM FFY 2015 Changes</b>
<b>Vendor Management</b>	
VEN 02.03.00 Minimum Stock Requirements	Updated the current food list
VEN 06.00.00 Vendor Monitoring	Revision ensures that vendors identified as high risk to receive compliance buys have delayed monitoring visit that are conducted by local agency.
VEN 08.00.00 Vendor Sanction System	Removed the language about sanction points for minimum stock
VEN 08.01.00 Administrative Review Process	New and approved through the FNS ME process
VEN 14.00.00 Farmer Authorization Process	Policy deleted
VEN 15.00.00 Farmer FVC Transactions	Policy deleted
VEN 16.00.00 Farmer Training and Monitoring	Policy deleted
VEN 17.00.00 Farmer Violations, Sanctions and Fair Hearings	Policy deleted
<b>Appendix</b>	
Appendix 01: Formula Manufacturers & Products	Updated product information
Appendix 07: Compliance Buys	Removed language about conducting minor substitution buys
Appendix 09: Hardware Specifications	Updated minimum computer specifications
Appendix 10: KWIC Equipment Purchase or Replacement Questionnaire	Updated form
<b>Forms and Other Documentation</b>	
Kansas Application Packet for new BFPC Program	Updated name from Program Guidance to Application Packet
Breastfeeding Peer Counselor Contact Log	Deleted form-now documented in KWIC system
Breastfeeding Peer Counselor Budget Form	Date changes
Civil Rights Training Module	Updated KWIC screen shots, USDA non-discrimination statement, CR complaint procedures
Civil Rights Training Power Point	Many changes to reflect USDA requirements and new KWIC screens

<b>Policy Name</b>	<b>Summary of PPM FFY 2015 Changes</b>
CSFP Fact Sheet	Deleted from website
Kansas Lost or Stolen Check Replacement Agreement	Added most recent non-discrimination clause to the bottom of the form
Kansas WIC Client Survey	Added non-discrimination clause
Kansas WIC Program Cashier Training Manual	Updated for current food list
Kansas WIC Special Issuance Authorization for Infants and Children	No longer need medical provider request to approve soy milk and issuance of cheese beyond established substitution rates no longer allowed. Pertinent check boxes removed. Letter corrected for 12 month certification of children
Kansas WIC Special Issuance Authorization for Women	Issuance of cheese beyond established substitution rates no longer allowed; pertinent check boxes removed
KWIC Manual Backup Form-Child/Infant	Added Proof Pending check boxes and reformatted form
KWIC Manual Backup Form-Women	Added Proof Pending check boxes and reformatted form
Local Agency Warning notification Fillable Form	Updated non-discrimination statement
Minimum Stock Exemption Form	Updated for current food list
Minimum Stock Requirements-Rural	Updated for current food list
Minimum Stock Requirements-Urban	Updated for current food list
Rights and Responsibilities	Removed CSFP from list of referrals
Rights and Responsibilities-Spanish	Removed CSFP from list of referrals
Vendor Manual	Updated with current food list
WIC Civil Rights Discrimination Complaint Forms	Linked to USDA CR web-based complaint form
WIC Fact Sheet-English	Changed non-discrimination clause. Changed income dollar amounts to reflect new income guidelines
WIC Fact Sheet-Spanish	Changed non-discrimination clause. Changed income dollar amounts to reflect new income guidelines
Nutrition Risk Factors-Breastfeeding Woman	Minor editing to meet federal review
Nutrition Risk Factors-Child	Minor editing to meet federal review
Nutrition Risk Factors-Infant	Minor editing to meet federal review
Nutrition Risk Factors-Postpartum Woman	Minor editing to meet federal review

Nutrition Risk Factors-Pregnant Woman	Minor editing to meet federal review
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