



KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2014-12

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: September 19, 2014

RE: Preview of Major Policy Changes Effective in October – **change made since August I memo**
FFY15 Local Agency Contracts
Vendor Map
ProSobee Label to change in January
WIC Advisory Committee – Call for Agenda Items, and New Members
KWIC Focus –changes in Client Services version 43 (coming October 3)
New Printer Contract
Training: Educational Opportunities

Preview of Major Policy Changes Effective in October

As in past years, the September Policy Memo will include the list of policy changes that take effect with Federal Fiscal Year 2015 (October 1, 2014). Some are major changes, so here is a preview.

- Adds 30 Day Temporary Certification for clients without proof of client ID or residency at the certification visit (as is already the policy for lack of income proof).
- The USDA Final Food Rule was released this spring. Attached is a summary of the changes to expect to the Kansas Food Package effective October 1, 2014. Additional changes will be made to the food package with implementation of a new food list October 2015. **This summary has been updated effective 9/11/2014. We will not be implementing the provision that allows Infants ages 9-11 months to receive FVC's in lieu of baby food. This provision will be implemented at a later date.**

ACTION REQUIRED: Notify all staff. Make a plan for notifying clients as needed. Watch for the full list of Policy and Procedure Manual changes in the September Policy Memo and plan a staff meeting to review and implement.

FFY15 Local Agency Contracts

Local Agencies should have received their FFY15 Local Agency Contract in the mail earlier this month. If your agency is a sub-agency, check with your Parent Agency to make sure they received the Contract.

Parent agencies are responsible for sharing the participation and allocation spreadsheet that is attached to the Contract with contracted sub-agencies, so they are aware of their funding allocation as well as their target expenditure amounts.

If you did not receive your FFY15 Local Agency Contract, contact Rachele Hazelton at (785) 291-3134 or by email at rhazelton@kdheks.gov .

ACTION REQUIRED: Notify all WIC staff, as well as other Health Department or County staff who are involved with the Local Agency Contract process. **Please sign and return the entire Local Agency WIC Contract no later than October 10, 2014.** A copy of the completed contract will be returned to the LA once it is signed by the Secretary of KDHE.

Vendor Map

It's here! We now have an interactive map of WIC Authorized Vendors for our clients to use, which is located on the Information for Families link at the bottom of the page. This map requires Adobe Flash Player and for phones portrait mode works best.

<http://www.kansaswic.org/families/> "Find Your Local WIC Authorized Grocery Store"

ACTION REQUIRED: Notify all WIC staff to share with clients as needed, will be especially helpful for new clients to find their closest authorized vendor.

ProSobee Label Change

The state has been notified that the Enfamil ProSobee Label color will be changing. Below is the new label that should be on the shelves in late January, 2015.

ACTION REQUIRED: Notify WIC staff to share with clients as needed.



WIC Advisory Committee – Call for Agenda Items, and New Members

The next WIC Advisory Committee conference call is October 22, 2014 at 10:00 AM. **Please submit agenda items to your WAC representative by October 1, 2014.** You can find your representative name and contact information below. As a reminder, questions about policy implementation should be directed to your agency’s assigned state staff member.

October is the change-over meeting in which we invite the outgoing and incoming Representatives for the Western, South Central, and North Central regions, in addition to the other members. Alternates are also invited, but may choose not to attend, unless notified your Representative will not be attending.

Thank you to these Representative and Alternates for serving the past two years.

- North Central Region
 - Representative: Shirley Mendoza, Phillips County
 - Alternate: Liz Nicholas Hainke, Rooks County
- South Central Region
 - Representative: Heather Peterson, Reno County
 - Alternate: Mitzi Hesser, Kiowa County
- Western Region
 - Representative: Barb Johannsen, Meade County
 - Alternate: Arlene Doll, Lane County



The following table lists WAC members for 2014-2015 (FFY 2015). Regions with new representative are highlighted.

2014-2015 WIC Advisory Committee Members

Region	Representative	Alternate
Western Select Even Years	Tiffani Krause, RN Seward County Health Dept. 620-626-3262 tkrause@sewardcountyks.org	Elizabeth Irby, RN Seward County Health Dept. 620-626-3262 eirbywic@sewardcountyks.org
South Central Select Even Years	Bev Frizell Barton County Health Dept. 620-793-1909 or 1902 bfrizell@bartoncounty.org	Pamela Guldner Rice County Health Dept. 620-257-2171 pguldner@ricecocths.com
North Central Select Even Years	Aarynne Struble Salina County Health Dept. 785-826-6603 aarynne.struble@sschd.org	Rebecca Potvin Riley County Health Dept. (Fort Riley Clinic) 785-239-5730 rpotvin@rileycountyks.gov
Southeast Select Odd Years	Brenda Clugston Cherokee County Health Dept 620-429-3338 hd@cherokeecountyks.org	Nancy Anstey Lyon County Health Dept 620-342-4864 nancya@flinthealth.org

Northeast Select Odd Years	Jody Hammerschmidt Leavenworth County Health Dept 913-250-2040 jhammerschmidt@leavenworthcounty.org	Argelia Woods Johnson County Health Dept 913-477-8107 argelia.woods@jocogov.org
LA NWA Representative Elect Odd Years	Laura Drake Johnson Co. Health Dept 913-826-1250 Laura.Drake@jocogov.org	

- **Western Region consists of:** Ford, Gove, Graham, Grant, Greeley, Haskell, Meade (includes Clark, Gray, Hodgeman), Ness, Scott (includes Lane), Seward, Sheridan, Sherman, Southwest Kansas WIC, Stevens, Trego, and Wichita.
- **South Central Region consists of:** Barton, Butler, Cowley, Pawnee, Reno (includes McPherson), Rice, Rush, Sedgwick, Southcentral Kansas Coalition for Public Health (includes Kiowa, Barber, Comanche, Edwards, Harper, Kingman, Pratt), Stafford and Sumner
- **North Central Region consists of:** Cloud (includes Clay, Republic, Washington), Dickinson, Geary, Harvey, Lincoln (includes Ellsworth, Jewell, Mitchell, Ottawa), Marion (includes Morris), Osborne (includes Ellis, Norton, Phillips, Rooks, Russell, Smith), Riley, and Saline
- **Southeast Region consists of:** Chautauqua, Cherokee, Crawford, Elk, Franklin, Greenwood, Linn, Lyon (includes Chase), Neosho, SEK Multi-County (includes Anderson and Woodson), and Wilson
- **Northeast Region consists of:** Doniphan, Douglas, Jefferson, Johnson, Leavenworth, Marshall, Miami, Nemaha, Northeast Kansas Multi-County (includes Atchison, Brown, and Jackson), Shawnee (includes Osage and Wabaunsee), and Wyandotte.

For more information about the WIC Advisory Committee see policy [ADM 09.00.00 WIC Advisory Committee \(WAC\)](#).

ACTION REQUIRED:

Submit agenda items by October 1, 2014 to your WAC representative. Contact Patrice Thomsen with questions at pthomsen@kdheks.gov or 785-296-1189.

KWIC Focus –changes in Client Services version 43 (coming October 3)

This month’s issue of *KWIC Focus* is included at the end of this memo and is also available on the web site at http://www.kansaswic.org/local_agencies/kwic_focus_newsletter.html

ACTION REQUIRED: Have all staff read *KWIC Focus*.

New Printer Contract

We recently issued a Request for Proposal for the MICR printers used in WIC clinics. The winning bidder is Ricoh/Rosetta Technologies. What this means to clinics is that when the time comes for a printer to be replaced, you will receive a Ricoh printer instead of a Source Technologies printer. You will order MICR toner cartridges through the Help Desk as you do now, specifying the different model number corresponding to the new Ricoh printer. The printers come in two sizes, a smaller printer that holds 250 sheets and a larger printer that holds 550 sheets.

The State Agency will not be doing a mass replacement of printers. We will replace the Source Technologies printers as needed when they fail to work and are out of warranty.

ACTION REQUIRED:

Inform staff of this upcoming change. Direct any questions you may have to your Team Lead.

Training: Educational Opportunities

- Debi Bocar will be conducting a Certified Breastfeeding Educator Training October 22-24, 2014 in Blue Springs, MO. For registration information, go to the July I-Memo and scroll to the end.
http://www.kansaswic.org/memos/2014/FFY_2014_Memo_10_July.pdf
- Certified Lactation Educator (CLE) Training will be offered November 5-7, 2014 in Topeka, Kansas at St. Francis Health Center. This course can be completed for the education only at \$225 for the three day training. WIC staff are eligible for a special discount and can receive the training and the Certified Lactation Educator Certification for \$310. Non-WIC attendees can receive the training and the Certified Lactation Educator Certification for \$385. Continuing Education credits will be available. For information <http://breastfeedin1.wix.com/mwla> or <http://www.icappa.net/>



Note from the State WIC Agency – WIC staff who are not interested in the CLE certification should register for the \$225 education-only option.

- Kansas WIC New Employee Breastfeeding Training (“Using Loving Support to Grow and Glow in WIC”). Coordinators may choose to wait and send new employees to the closest training, as long as the person will have been employed in WIC for less than one year by the time they attend.
 - Wichita – Wednesday, November 19, 2014. (See [August I-memo](#) for registration information but note the “Thursday” in the August I-memo was incorrect.)
 - Topeka – Wednesday, June 3, 2015.
- An Online Breastfeeding Continuing Education Tutorial title, “Expanding Pediatricians' Roles in Breastfeeding Support Continuing Medical Education (CME) Online Tutorial” There is no charge for this tutorial. To access the program, click on or cut and paste this link into your browser: <http://www.northeastern.edu/breastfeedingcme/index.html>

ACTION REQUIRED: Share information with appropriate WIC staff about these continuing education opportunities. Consider sending appropriate WIC staff according to your local agency training needs and as the local agency budget allows. If appropriate, refer to [ADM 11.02.00 Financial Support for Local Agency On-Going Training](#) for information on the possibility of obtaining financial support from the SA. Be aware that the policy specifies that staff time is not covered in these special funds.

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

Items ↓

USDA Final Food Rule Changes – revised 9/11/2014

KWIC Focus

Certified Lactation Educator Training Registration

USDA Publishes Final WIC Food Package Rules –Kansas Changes 2014/2015		
Food Package Change	Details	Implementation Date (Most changes are effective October 3, 2014 – checks printed prior to Oct. 3 will not include the new changes and are still good until the expiration date.)
Children’s Soy Milk and Tofu Packages	Children will be able to receive soy foods without a special authorization form.	October 3, 2014
Children’s Cash Value Voucher	The Fruit and Vegetable check value for children increased to \$8/month	June 1, 2014
Cash Value Voucher for Infants 9-11 months of age	Infants 9-11 months can have a portion of their jarred baby foods replaced with a Fruit and Vegetable Check. For Exclusively breastfeeding infants \$8 FVC substituted for 32 containers of baby food fruits and vegetables. For all other infants \$4 FVC substituted for 16 containers of baby food fruits and vegetables. Available as a tailored food package only with documentation of caregiver training on safe food preparation, storage and feeding practices for homemade baby food.	October 1, 2014 Target date for implementation is delayed to April 2015.
Issuance of Mature Legumes	Clarified in Program Booklet and size changes from 14-16 ounce cans to 15 - 16 ounce cans.	October 3, 2014
Milk - skim, ½% or 1% only	2% milk no longer allowed in a standard child’s or woman’s food package. Standard issuance is lowfat milk - skim, ½% or 1% milk. 2% milk (reduced fat milk) only allowed with documentation of underweight for children or maternal weight loss during pregnancy.	October 3, 2014
Cheese in excess of maximum substitution	Only 1 pound of cheese can be substituted for 3 quarts of milk in a food package. Even with a special authorization form cheese in excess of 1 pound can no longer be issued for children or women.	October 3, 2014 (All food packages currently tailored with more than 1 pound of cheese will need to be retailored down to 1 pound cheese only.)
Breastfeeding food packages	Pregnant women who are also mostly to exclusively breastfeeding will receive a breastfeeding food package.	October 3, 2014



We thought that for this month's KWIC Focus, we would spotlight some new functionality that will be in Client Services, version 43 on when you come into the office on Friday, October 3.

❖ **30 Day Temporary Certification has been expanded to include Proof of Residency and Proof of Identity for Client and Caregiver.**

The functionality is the same as the Income Proof Pending check box. Staff will need to inform caregivers that the certification period is for 30 days and if all the proofs are not brought in, the client(s) will need to complete the certification process in its entirety again in order to receive benefits. Electronic signatures should be collected when possible and the appointment letter has been updated to reflect this change.

No Proof of Residency or ID		WIC Active C		WIC C	
Gender Male		Cert. Period 02/11/2014 to 08/31/2014			
DOB 11/08/2010, 3 Years 10 Months					
<input type="checkbox"/> Proof of Residency and Identity <input type="checkbox"/> WIC Certification Guide <input type="checkbox"/> Notices					
No Proof of					
Proof of Residency					
Proof	Self Decl	Proof Pend	Recorded	By	At
<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/15/2014	Sandi Fry	Shawnee Co WIC Clinic
Letter/Envelope	<input type="checkbox"/>	<input type="checkbox"/>	02/11/2014		Shawnee Co WIC Clinic
Letter/Envelope	<input type="checkbox"/>	<input type="checkbox"/>	12/07/2011		Shawnee Co WIC Clinic
Letter/Envelope	<input type="checkbox"/>	<input type="checkbox"/>	11/29/2010		Shawnee Co WIC Clinic
Proof of Identity					
Proof	Self Decl	Proof Pend	Recorded	By	At
<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/15/2014	Sandi Fry	Shawnee Co WIC Clinic
Medicaid Card	<input type="checkbox"/>	<input type="checkbox"/>	02/11/2014		Shawnee Co WIC Clinic
Immunization Card	<input type="checkbox"/>	<input type="checkbox"/>	12/07/2011		Shawnee Co WIC Clinic
Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	11/18/2010		Shawnee Co WIC Clinic
Proof of Caregiver Identity					
Proof	Self Decl	Proof Pend	Recorded	By	At
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/15/2014	Sandi Fry	Shawnee Co WIC Clinic
Drivers License	<input type="checkbox"/>	<input type="checkbox"/>	02/11/2014		Shawnee Co WIC Clinic
Drivers License	<input type="checkbox"/>	<input type="checkbox"/>	12/07/2011		Shawnee Co WIC Clinic
Drivers License	<input type="checkbox"/>	<input type="checkbox"/>	11/29/2010		Shawnee Co WIC Clinic

❖ **Food Package VII for PG moms who are Breastfeeding an infant**

The final rule authorizes pregnant women who are also partially (mostly) breastfeeding to receive Food Package VII. Staff should certify pregnant moms as PG and KWIC will assign the larger, food package VII, which in the past, has only been given to Exclusively Breastfeeding moms or Breastfeeding moms that were pregnant with multiples.





❖ **Expired status will no longer be applied to certifications completed on and after October 3**

Certifications completed on and after October 3, will no longer have a 30 day Expired status after the certification end date. Staff will continue to see the Expired status for a year because the certifications that were completed prior to October 3 will still show an Expired status for 30 days after the certification end date.

❖ **Disregard the Formula from another Program checkbox on Assign Food Package screen**

Please disregard the ‘Client Receives Formula from another Program’ checkbox on the Assign Food Package screen for now. The State Agency will develop policies in the future for using this checkbox but for now, please do not check the box for any reason.

Marieanna L Hedding **WIC Active C**
 11241961 Gender Female Cert. Period 03/12/2014 to 09/30/2014
 DOB 04/05/2010, 4 Years 5 Months Priority 5

Assign Food Package Notices
 Marieanna L Marieanna L

Food Package Assignments For Printed Checks With Current Or Future Dates			
Client's Age	First Use Date	Base Food Package	Assign Food Package

Food Package Assignments For Checks That Can Be Printed			
Client's Age	First Use Date	Base Food Package	Assign Food Package
4 Years 5 Months	09/15/2014	Child 2 to 5 yr old (PB)	<input type="text"/> View Tailor Special Authorization

[Feeding Summary](#) **Suggest 4 containers of Similac Advance Early Shield based on most recent daily intake.**

Last Issuance [View](#)

Package	First Use
9T - 4b beans - Child 2 to 5 yr old (beans)	8/12/2014

Client Receives Formula From Another Program.



CAPPA Certified Lactation Educator Training (CLE™)

Sponsored by KAW Area Breastfeeding Coalition
& Kansas State WIC Program.

The CAPPA CLE Training is the first step in becoming a Certified Lactation Educator, and gives an excellent overview of the following:

- ❖ **Goals & Roles of the Lactation Educator**
- ❖ **Historical Views of Breastfeeding**
- ❖ **Anatomical, Physiological & Hormonal Aspects of Lactation**
- ❖ **Risks of Formula Feeding**
- ❖ **Ten Steps to Successful Breastfeeding**
- ❖ **Working in the Hospital**
- ❖ **Maternal/Infant Challenges**
- ❖ **When and Who to Refer Breastfeeding Moms for Additional Help**

Students who complete the CLE Course will qualify as trained Lactation Educators and will receive a Certificate of Attendance upon completion of the training.

Students who desire to become Certified Lactation Educators (CLEs) are required to enroll in CAPPA Academy and become a CAPPA Member (separate fees apply). Memberships can be purchased at CAPPA training or at www.cappa.net



CAPPA
Certified Lactation
Educator
Training (CLE™)

Nov. 5-7th
Topeka, KS

Stephanie Henry
IBCLC, MT(ASCP), CLE,
WIC Breastfeeding Peer Counselor

Stephanie, IBCLC, MT(ASCP), CLE owns Midwest Lactation Academy in Chanute, Kansas.

She works with prenatal moms and breastfeeding families in Neosho County through the Woman, Infant, Children (WIC) program.

She serves as a board member for the Kansas Breastfeeding Coalition and has a passion for helping build a strong mom and baby bond.

This passion led her to become an International Board Certified Lactation Consultant and she is by far her patient's greatest advocate!

TRAINING BY

Midwest Lactation Academy

Phone: 620-433-1471
14970 Arkansas Street
Chanute, Kansas 66720

<http://breastfeedin1.wix.com/mwla>



Register online at
<http://breastfeedin1.wix.com/mwla>

For additional information
ONLINE log onto our website
<http://breastfeedin1.wix.com/mwla>

Early Bird Pricing if registered
by October 6th

**CAPPA 20 Hour CLE™
Training fulfills the
requirements for:
The Baby Friendly Hospital
Initiative,
US Core Competencies
& CAPPA Lactation
Education Course**

register online too!

<http://breastfeedin1.wix.com/mwla>

You owe it to yourself and to the moms you serve....

Individuals looking for a course that will take them to the next level in lactation or those desiring to become Certified Lactation Educators should attend the CLE™ Training.

This course is perfectly suited for anyone who works with prenatal or postpartum moms. The maternal/child professional as well as the community volunteer will benefit from this well-rounded breastfeeding education course.

Mail this completed registration form, along with payment, by October 6th to
Midwest Lactation Academy
14970 Arkansas Street
Chanute, Kansas 66720
Certification package and membership are included in the early bird pricing. Thanks in part to our sponsors KAW Area Breastfeeding Coalition & Kansas State WIC program who helped incur a portion of the training fee.

Email confirmation will be sent once registration has been received.

Have Questions? Please feel free to call or me Stephanie
(620) 433-1471 mshenry@winexus.net

Registration Information

Register On-line or by Mail by October 6th to receive early bird pricing!!

**If registering by mail please complete the form below.

Training Date: 11/5/2014 -to 11/7/2014

Contact Information (please print clearly)

Name_

Mailing_Address

Phone (primary) Cell

Email:

Referred by:

Training Location: St. Francis Health Center 1700 SW 7th Street Topeka, KS

Training Date: 11/5/2014 -to 11/7/2014

Student has completed online registration (check mark if completed)

Please make selection (Put a check mark next to the option)

\$310 Early Bird WIC attendee ONLY Certified Lactation Educator Training

****This package is for WIC attendees only and includes CAPPA Lactation Educator Course, Materials, CAPPA Academy PLUS one year CAPPA membership which is required to take the CLE certification exam. **Please Note that this price is for WIC attendees ONLY and includes certification. Must receive payment on or before October 6th for this early bird pricing.**

\$385 Early Bird Non WIC attendee Certified Lactation Educator Training with Certification

This package is for non WIC attendees (if WIC attendee see above registration and ticket) and includes CAPPA Lactation Educator Course, Materials, CAPPA Academy PLUS one year CAPPA membership which is required to take the CLE certification exam. **Please Note that this price does include certification. Must receive payment on or before October 10th for this early bird pricing.

\$225 This package is for the CAPPA Lactation Educator Course CLE training portion

ONLY. This package does not include certification or CAPPA Academy. It does include your manual and the 3-day training workshop Must receive payment on or before October 6th for the pricing.