

KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-P-2015-12

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: September 24, 2015

RE: Certification – Proof Name Change
Certification – CRT 06.02.01 Determining Household Income & CRT 06.00.00 Income Eligibility – clarification
Infant Formula Rebates – Soy Formula Change
FY2016 Policy and Procedure Manual Changes

Certification – Proof Name Change

When selecting proofs in the KWIC system, staff has had the option to choose the “SRS Benefit Letter.” This proof will no longer be available as a choice as of 10/01/15. The option now available to choose is “State Issued Benefit Letter”.

ACTION REQUIRED: Notify all staff.

CRT 06.02.01 – Determining Household Income and CRT 06.00.00 – clarification

The SA had a USDA Management Evaluation in April of this year, and in response to a finding, the policy [CRT 06.02.01 Determining Household Income](#), and [CRT: 06.00.00 Income Eligibility](#) is being clarified and a new procedure is to be implemented by all Local Agencies beginning October 1, 2015. Among other items, policy defines current income as:

- Current income is defined as income received by the household during the month (30 days) prior to date of application. Income during the past 12 months can also be considered if it more accurately reflects the current household’s income.

During the USDA Management Evaluation, USDA staff did not see clinic staff reviewing or documenting **30 days of income**. The new procedure effective October 1, is WIC's requirement that all clients bring in proof of income for the past 30 days to their certification appointments and staff are to enter all 30 days of proofs.

The procedural change to determining income is as follows:

- October 1, 2015 - Local Agency staff will begin educating clients and caregivers that at their next certification appointment, clients and caregivers will need to bring documentation of the most recent 30 days of income.
 1. For new clients calling in for a certification appointment, please tell them to bring 30 days of income proofs for all members of their household.
 2. For current clients coming in for Nutrition Education or Mid-certification appointments, let them know that at their next certification appointment, 30 days of income proofs are required
- Attached to this P-Memo is a handout that can be copied, cut into thirds and placed in the WIC Program Booklet as a handout to clients and caregivers beginning October 1.

Changes in the way you enter Income Proofs in KWIC

- When entering income information into KWIC, staff will enter all paystubs presented.
See the KWIC Screenshot below.
 1. Source Description: Enter the income source *and the pay frequency* for example: Wal-Mart - weekly or Sonic - every two weeks.
 - If paid weekly, enter all four source documents separately.
 - If paid every two weeks or bi-monthly, enter both source documents separately.
 - If paid monthly, enter the 1 income source document.
 2. Period: Always select **Monthly** for every income source entered regardless of the pay frequency. Think about Period as representing the period of income you are documenting and not the pay frequency. You are documenting income for the past 30 days, so the Period is: **Monthly**.
 - Documenting income this way will ensure that the amounts for each Source Description will add together correctly for the total monthly income.
 - If you select weekly, bi-monthly or every two weeks, etc. for the period when entering multiple payroll stubs, KWIC will calculate the income based on the pay frequency and may incorrectly determine the family is over income.
 3. Amount: Enter the amount listed on the pay stub.
 4. Proof: Enter payroll stub or other appropriate proof.

Income Sources

1 Source Description

2 Period

3 Amount

4 Proof

Proof Pending

Self-Declared

Average					
Jan	Feb	Mar	Apr	May	Jun
<input type="text"/>					
Jul	Aug	Sep	Oct	Nov	Dec
<input type="text"/>					

Add

Delete

If the client/caregiver is paid weekly and only brings one, two or three paystubs, clinic staff would enter all the proofs presented and then select the “Proof Pending” check box. This will put the client in a 30 Day Temporary Certification and staff should make an appointment for the client or caregiver to bring the complete documentation of 30 days of income in order to be fully certified.

The screen shot below is an example of documenting income from two separate jobs. The job at Wal-Mart has a pay frequency of weekly and the job at Sonic has a pay frequency of every two weeks. This correctly documents a full 30 day period of income. Note: the first income source is only partially visible in the shot.

The screenshot displays a software interface for entering client information. On the left is a vertical menu with categories like 'Notes', 'WIC Certification', 'Race Ethnicity', 'Dual Participation', 'Income Eligibility', 'Proofs-Residency&Identity', 'Anthro Measures', 'Blood Measures', 'Health Interview', 'Risk Factors', 'Nutrition Education', 'Referrals', 'Immunizations', 'History-Client Goals', 'History-Health Interview', 'History-Issuance', and 'History-Nutrition Education Rights & Responsibilities'. The main area contains the following fields and options:

- Number in Family: 18
- Zero Income:
- Total Monthly Income: \$800.00
- Most Recent Test: 05/02/2013
- Food Assistance Program: TANF: FDIPIR:
- Adjunctive Income Proof: [dropdown]
- Note: [text area]
- Applicant is a member of a family in which there is a pregnant woman who is receiving or participating in Medicaid:
- Applicant is a member of a family in which there is an infant who is receiving or participating in Medicaid:

The 'Income Sources' section is a table with the following columns: Amount, Proof Pending, Self-Declared, and Average (with sub-columns for months Jul, Aug, Sep, Oct, Nov, Dec). The table contains six entries:

Source Description	Amount	Proof Pending	Self-Declared	Average (Jul-Dec)
Wal-Mart weekly	100	<input type="checkbox"/>	<input type="checkbox"/>	[grid]
Wal-Mart weekly	100	<input type="checkbox"/>	<input type="checkbox"/>	[grid]
Wal-Mart weekly	100	<input type="checkbox"/>	<input type="checkbox"/>	[grid]
Wal-Mart weekly	100	<input type="checkbox"/>	<input type="checkbox"/>	[grid]
Sonic - every two weeks	200	<input type="checkbox"/>	<input type="checkbox"/>	[grid]
Sonic - every two weeks	200	<input type="checkbox"/>	<input type="checkbox"/>	[grid]

Buttons for 'Add', 'Delete', 'Save', and 'Cancel' are visible on the right side of the form.

ACTION REQUIRED: Notify all staff. Read CRT 06.02.01 – Determining Household Income if necessary and implement the changes in procedure outline above on October 1, 2015. If you have any questions, contact your assigned SA staff.

Infant Formula Rebates – Soy Formula Change

As a reminder, the Kansas infant formula rebate contractor for soy-based standard formula will be changing as of October 1, 2015. The contract for all forms of **soy-based** standard formula has been awarded to Nestle Nutrition. Infants using Enfamil ProSobee formula will need to change to Nestle Nutrition’s Gerber Good Start Soy formula. The contract for all forms of milk-based standard formula will remain with Abbott Nutrition. There will be no changes made for milk-based formula.

ACTION REQUIRED: Remind all staff. Re-read the July 2015 P-Memo for details.
http://www.kansaswic.org/memos/2015/FFY_2015_P_Memo_10_July_2015.pdf

FY2016 Policy and Procedure Manual Changes

Listed below is a summary of the revisions to policies and forms made for the FFY2016 Policy and Procedure Manual. All revised policies and forms will be available for review on the WIC website prior to October 1, 2015.

Policy Name	Summary of Change Made
Administration	
ADM: 01.01.00 Application Process for New Local Agency	Clarification on contract period and general instruction for application process
ADM; 01.02.00 Application Process for Existing Local Agency	Clarifies process of application for relocation or closing of clinic sites; add Civil Rights Impact analysis to process and general instructions for application
ADM:02.02.00 Annual Budgets	Added the BFPC to budget information and made small changes throughout the policy
ADM: 02.03.06 Inventory Control	Added information regarding SA maintaining database and information about lost, stolen or destroyed property and information about referring you to disposal equipment policy if needed
ADM: 02.03.07 Disposal of Equipment	Made a few additions throughout the policy regarding confidential and personal information
ADM: 03.01.00 Record Retention Requirements	Added Special Authorization forms and Breast pump Agreements

Policy Name	Summary of Change Made
ADM: 05.00.00 State Agency Management Evaluations	Included Haskell, Lane and Stanton counties.
ADM: 07.02.00 KWIC Security	wording changes
ADM: 07.02.01 KWIC Staff Access and Roles	Name change and minor wording changes
ADM: 09.00.00 WIC Advisory Committee	Added new Local Agencies. Changed regions, primarily Western into Northwest and Southwest. Updated rotation of assignment years for Local Agencies
ADM: 12.00.00 Capital Expenditures over \$5,000	Added #8 - referring to Civil Rights Impact Analysis.
ADM: 13.00.00 Vehicle Purchasing	Added minimum mileage requirement, included odometer reading and updated website address.
Certification	
CRT: 03.03.00 Certification and Recertification Appointments	When scheduling a recertification for an infant turning one year old, try to schedule before they actually turn one year old.
CRT: 06.00.00 Income Eligibility	Added the statement: An applicant must be screened for adjunctive eligibility first and then staff can conduct traditional income screening if adjunctive eligibility cannot be verified. Also added reference to 4 weeks of pay required and examples of 4 weeks of pay stubs. Added reference to 30 days temp if unable to verify adjunctive eligibility and no proofs are presented
CRT: 06.01.00 WIC Program Income Eligibility Chart	Updated Income Information per new Income Guidelines
CRT: 06.01.01 Adjunctive Eligibility	Added the statement: An applicant must be screened for adjunctive eligibility first and then staff can conduct traditional income screening if adjunctive eligibility cannot be verified
CRT: 06.01.02 Income Exclusions When Determining Eligibility	Added the following to the line regarding the GI Bill: "However, payments that are subsequently received by individuals for school expenses must be counted as income." Added more exceptions from Federal Regulations

Policy Name	Summary of Change Made
CRT: 06.02.01 Determining Household Income	Added the statement: An applicant must be screened for adjunctive eligibility first and then staff can conduct traditional income screening if adjunctive eligibility cannot be verified. Added the word "cash" in between gross "cash" income. Referenced 4 weeks of pay and added examples of 4 weeks of pay stubs. Also added statement regarding re-determining income if less than 90 days from the end of the certification period. Per USDA
CRT: 06.04.00 Redetermination of Income	Added statement regarding re-determining income if less than 90 days from the end of the certification period. Per USDA.
CRT: 07.00.00 Nutrition Eligibility	Changed name of Dental Health to Oral Health Conditions for all categories. Changed Large for Gestational Age Infant born at Last Deliver to History of Birth of a Large for Gestational Age Infant for BF and PP. Depression risk factors deleted for Child category.
CRT: 07.01.00 Determine Nutritional Risk-Anthropometric	Added auto-calculation of Large for Gestational Age risk factor effective with next KWIC version release.
Food and Check Issuance	
FCI:01.00.00 Approved Foods	Baby food brand specific, removed potatoes from cannot buy, removed canned and frozen fruits/vegetables, added whole wheat pasta to whole grains, added yogurt
FCI: 01.01.00 Allowable Food Selection Process and Product Requirements	added yogurt information
FCI: 02.01.01 Infant Food Packages-Breastfeeding Infants	Changes to add fresh fruits and vegetables as option for older infants
FCI: 02.01.02 Infant Food Packages-Primary Contract Infant Formula	Changed to new soy formula
FCI: 02.02.00 Food Packages for Children	Changed to fresh FVC, added 0% milk, yogurt, Whole Wheat pasta
FCI: 02.02.01 Child Food Package-WIC Eligible Nutritionals (Medical Foods)	Changed to fresh FVC, added 0% milk, yogurt, Whole Wheat pasta

Policy Name	Summary of Change Made
FCI: 02. 03.01 Food Packages for Pregnant Women	Changed to fresh FVC, added 0% milk, yogurt, Whole Wheat pasta
FCI: 02.03.02 Food Packages for Breastfeeding Women	Changed to fresh FVC, added 0% milk, yogurt, Whole Wheat pasta
FCI: 02.03.03 Food Packages for Non-Breastfeeding Postpartum Women	Changed to fresh FVC, added 0% milk, yogurt, Whole Wheat pasta
FCI: 02.04.00 Tailoring a Food Package	Added yogurt information
Nutrition Education	
NED: 02.03.00 Nutrition Education Contact-Second, High Risk	added High Weight for Length risk factor; strengthened schedule High Risk appointments to as soon as needed
NED: 03.00.00 Nutrition Education Methods	strengthened need for client/staff interaction
NED: 03.01.00 Nutrition Education-Individual Counseling	strengthened client must do own goal setting
NED: 03.03.00 Nutrition Education-Individual Self-Study	Wording changes
NED: 03.03.01 Nutrition Education Lesson Plans	strengthened need for client/staff interaction
NED; 03.04.00 Nutrition Education-Evaluation of Nutrition Education Materials	added recommended reading level
NED: 05.01.00 Staffing for Breastfeeding Promotion and Support	Added Certified Lactation Educator training
NED: 05.04.02 Multi-User Electric Breast Pump	Changed Medela's mailing address
NED: 06.00.00 Breastfeeding Contraindications	Updated, deleted contraindications, added contraindications
Program Integrity	

Policy Name	Summary of Change Made
PRI: 02.00.00 Program Abuse and Sanctions Employee and Client	Program abuse by employees added; procedure for recording & documenting a client complaint in KWIC added; requirement for maintaining a sanctions file for employees and clients added; references to CSFP removed; sanction for selling, trading or giving away a WIC issued breastpump changed; hyperlink to LA warning letter added
PRI: 02.01.00 Dual Participation	Included indication that dual participation is illegal; references to CSFP removed.
PRI: 04.00.00 Confidentiality of WIC Program Information	Additional agencies/programs included in the release of information statement; added language regarding written agreement with agencies/programs listed on the R & R; added requirements that Local Agency obtain State Agency review and approval prior to entering into agreement(s) to release confidential information.
Vendor Management	
VEN: 02.02.01 Kansas County Designation	Moved Jackson County to urban
Forms and Other Documentation	
BFPC Quarterly Report form	Added additional activities for BFPC
FFY2016 WIC Local Agency Budget	New Budget form for FFY2016 includes BFPC
Kansas WIC Program Fact Sheet-English	Updated Income Eligibility information
Kansas WIC Program Fact Sheet-Spanish	Updated Income Eligibility information
Local WIC Agency Listing	Updated with newest locations and parent agencies
Rights and Responsibilities-English	Included statement that it is illegal to participate in more than one WIC program in any one month; additional programs/agencies included in the release of information statement.
Rights and Responsibilities-Spanish	Included statement that it is illegal to participate in more than one WIC program in any one month; additional programs/agencies included in the release of information statement.

Policy Name	Summary of Change Made
Financial Support for IBCLC	Update to mileage allowance
Financial Support for On-Going Training	Update to mileage allowance
Kansas WIC Special Issuance Authorization for Infants and Children	Added yogurt in food checklist. In cover letter, changed soy formula to Gerber Good Start Soy
Kansas WIC Special Issuance Authorization for Women	Added yogurt in food checklist
Vendor Application Packet	Added cash register and electronic processing questions
Minimum Stock Requirements-Rural	Removed canned and frozen vegetables and fruits; added whole wheat pasta
Minimum Stock Requirements-Urban	Removed canned and frozen vegetables and fruits; added whole wheat pasta
Vendor Participation Contract	Updated format; whistle blower information was added in 2014.
WIC Product Inventory	Removed Enfamil ProSobee and added Gerber Good Start, Removed canned and frozen fruits and vegetables, and added whole wheat pasta
Vendor Monitoring Form	Formatting changes
Minimum Stock Exemption Form	Removed Enfamil ProSobee and Added Gerber Good Start Soy
Nutrition Risk Factors-Pregnant Women	<p>Added autocalculated risk factors for 10/23/15 KWIC Release. Details will be sent in a separate training for the new KWIC Release in mid-October.</p> <p>Also, Depression may be diagnosed by clinical psychologist and specifically includes postpartum. Dental Problems is now Oral Health Conditions and may also be diagnosed by a dentist, but not by the CPA.</p>

Policy Name	Summary of Change Made
Nutrition Risk Factors-Breastfeeding Women	<p>Added autocalculated risk factors for 10/23/15 KWIC Release. Details will be sent in a separate training for the new KWIC Release in mid-October.</p> <p>Also, Depression may also be diagnosed by clinical psychologist. Large for Gestational Age Infant born at Last Delivery changed to History of Birth of a Large for Gestational Age Infant, which is applicable for any birth, not just for the most recent birth. Dental Problems is now Oral Health Conditions and may also be diagnosed by a dentist, but not by the CPA.</p>
Nutrition Risk Factors-Postpartum Women	<p>Added autocalculated risk factors for 10/23/15 KWIC Release. Details will be sent in a separate training for the new KWIC Release in mid-October.</p> <p>Also, Depression may also be diagnosed by clinical psychologist. Large for Gestational Age Infant born at Last Delivery changed to History of Birth of a Large for Gestational Age Infant, which is applicable for any birth, not just for the most recent birth. Dental Problems is now Oral Health Conditions and may be diagnosed by a dentist, but not by the CPA.</p>
Nutrition Risk Factors-Infants	<p>Added autocalculated risk factors for 10/23/15 KWIC Release. Details will be sent in a separate training for the new KWIC Release in mid-October.</p> <p>Also, Dental Problems is now Oral Health Conditions and may also be diagnosed by a dentist, but not by the CPA. Revisions to Inappropriate Handling of Formula and Breastmilk based on lack of consensus of published recommendations.</p>
Nutrition Risk Factors-Children	<p>Added autocalculated risk factors for 10/23/15 KWIC Release. Details will be sent in a separate training for the new KWIC Release in mid-October.</p> <p>Also, Dental Problems is now Oral Health Conditions and may also be diagnosed by a dentist, but not by the CPA. Depression was deleted for Children.</p>

Policy Name	Summary of Change Made
Vendor Manual	Updated to reflect new WIC Approved Food List Changed out booklet graphics and updated minimum stock requirement.
Cashier Training Materials	Updated to reflect new WIC Approved Food List Removed Enfamil ProSobee and added Gerber Good Start, Removed canned and frozen fruits and vegetables, added whole wheat pasta, and added Yogurt
School Breastfeeding Support Letter	Added information on resources for lactation support
Appendix	
Appendix 1: Formula Manufacturers and Products	Changed to new soy formula
Appendix 2: Nutrition Services Plan Guidance	Completely revised to include LA evaluation of their use of USDA Nutrition Services Standards
Appendix 6: Kansas WIC Application for Existing Local Agencies	Added new logo
Appendix 5: Kansas WIC Application for New Local Agencies	Added signature pads and new logo
Appendix 13: Civil Rights Impact Analysis	New form per USDA

ACTION REQUIRED: Notify all staff of changed policies and forms. Review policies and begin implementation on October 1, 2015.

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

Attachments: Client Notification – 30 days of Income Proofs

For your next certification appointment, please bring proof of income for **30 days for all members of your household**. “Current income” includes all income received in the past 30 days for all members of your household.

Proof of income may be:

- 2 bi-weekly paystubs,
- 4 weekly paystubs, or
- 1 monthly paystub for each source of income.

If all proofs are not presented at the time of certification, you may be temporarily certified for 30 days. If you do not bring in the required proofs within the 30 day certification period, the 30 day temporary certification will end which results in you being terminated from the WIC Program.



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