

**KANSAS WIC INFORMATION MEMORANDUM**  
**KANSAS-WIC-P-2015-06**

**TO:** Parent and Sub-Agencies

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

**DATE:** March 13, 2015

**RE:** Food Package – Food and Food Package Changes  
Appendix 10 – KWIC Equipment Purchase, Warranty and Repair  
Request for Public Comment on WIC State Plan (Policy and Procedure Manual)

**Food Package – Food –Food Package Changes**

At long last, the food package changes will be implemented on March 27. Detailed information was provided in the January I and P memos found at [http://www.kansaswic.org/local\\_agencies/policy\\_info\\_memos.html](http://www.kansaswic.org/local_agencies/policy_info_memos.html). Inserts for program booklets will arrive during or before the week of March 23. **Refer to the March I-Memo regarding the requirement that all staff must complete the Client Services Version 44 Training Packet.**

**ACTION REQUIRED:**

- Staff should have already reviewed the changes as described in the January I and P memos, but review again as needed.
- Complete Client Services Version 44 training as directed in the March I-Memo.
- Watch the US mail during the week of March 23 for WIC Program Booklet inserts. These inserts detail the changes related to baby food, potatoes, and whole grain package sizes. Review with staff.
- Implement food package changes March 27:
  - Provide the WIC Program Booklet inserts to all Caregivers and review the changes with them.
  - Offer bananas and/or a cash value fresh fruit and vegetable check in place of some baby food for Caregivers of older infants (depending on the infant's age).
  - Provide information about making baby food for Caregivers that make that choice. Document this education in KWIC. Click for handout: [‘Homemade Baby Food-English’](#) and [‘Homemade Baby Food-Spanish’](#). These handouts are also listed on the Handout window in KWIC and the “Making Baby Food” topic is listed in the Topics window.
  - Implement the less common food package changes as needed.
  - Use the revised Special Authorization for Infants and Children and Special Authorization for Women form. (Refer to March I-Memo.) If local doctors have a copy on file, please notify them of the revised form.

**Appendix 10 – KWIC Equipment Purchase, Warranty and Repair**

Beginning April 1, 2015, the State Agency will no longer purchase software for LA computers. This includes Microsoft Office and Norton Antivirus software. The SA will reimburse LA for these purchases. This decision was based on the fact that these items are readily available for purchase at local retail outlets and online. LAs will have full flexibility and faster service by purchasing the software. LAs will not need to fill out Appendix 10 for software purchase approvals. When a new computer is needed, Local Agency staff will continue fill out and submit Appendix 10 for SA to review and make the purchase.

**ACTION REQUIRED:** Notify all WIC staff and review the updated Appendix 10.

**Request for Public Comment on WIC State Plan (Policy and Procedure Manual)**

Federal regulations require that the public be given an annual opportunity to provide comments on the administration of the WIC Program. These comments are taken into consideration before the annual State Plan is submitted to USDA. See below for the Request for Public Comment poster in English or Spanish. They are separate links on this page [http://www.kansaswic.org/local\\_agencies/policy\\_info\\_memos.html](http://www.kansaswic.org/local_agencies/policy_info_memos.html).

**ACTION REQUIRED:** Please post the attached signs in your clinic area between now and June 30, 2015. Refer any questions to the State WIC Office.

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

Items: Request for Public Comment (English and Spanish)