



**KANSAS WIC INFORMATION MEMORANDUM**  
**KANSAS-WIC-I-2016-04**

**TO:** Parent and Sub-Agencies

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

**DATE:** January 25, 2016

**RE:** State Agency Job Listings  
Mileage Reimbursement  
Releasing WIC participant Information to USDA OIG  
Food Package – Formula Abbott NeoSure and Alimentum Changes  
2016 Kansas WIC Conference  
Nutrition Education - Baby Behavior packets and handouts still available  
KWIC Focus: Special Authorization Reminder/KWIC Hardware  
Training: Additional Educational Opportunities

**State Agency Job Listings**

The state agency continues to seek candidates for openings at the State WIC office. Currently we have three openings, the Nutrition Services Coordinator, which is a supervisory position overseeing the nutrition components of the WIC program; a Nutritionist to serve as a local agency lead contact, conduct management evaluations and manage the Breastfeeding Peer Counselor component of WIC; a program Consultant to serve as a local agency lead contact, conduct management evaluations and manage the local agency fiscal component of the WIC program. The two Nutritionists positions require experience and candidates must be Registered Dietitians at time of hire. If you know of interested individuals, please have them contact Dave Thomason at 785-296-1324 or [dthomason@kdheks.gov](mailto:dthomason@kdheks.gov)

**Mileage Reimbursement**

Effective January 1, 2016, the maximum allowed reimbursement for business miles changed. The maximum allowed WIC reimbursement for Calendar Year 2016 will be **.54** cents per mile. **Each Local Agency should change their affidavit spreadsheet to reflect what their agency allows up to the new maximum.**

If you have questions, contact Rachele Hazelton at (785) 296-1328 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 to the WIC Program.

**Releasing WIC Participant Information to USDA OIG (Office of Inspector General)**

Occasionally, LA staff receive requests for participant information from USDA OIG staff who are conducting an investigation. When this occurs, please refer these individuals to Lisa Long, at (785)296-1323 or [llong@kdheks.gov](mailto:llong@kdheks.gov). Lisa will follow up with the person requesting information to confirm identity prior to releasing any information.

**ACTION REQUIRED:** Please share this information with all appropriate staff.

**Food Package – Formula Abbott NeoSure and Alimentum Changes**

There will soon be changes in two Abbott products. Similac Expert Care NeoSure will have a label change. The words “Expert Care” have been removed from the label. The new labels will begin to appear on retailers’ shelves beginning March 2016. A handout with a picture of the new label is attached.

Similac Alimentum (Powder) is changing container sizes and labels. The current 16 ounce powder container is being converted to a 12.1 ounce container. The new size yields 87 reconstituted fluid ounces. The product will have a new UPC code and old container sizes will be removed from retailers’ shelves. This product change requires new food packages that include Alimentum to be placed in KWIC. There will be food packages for selection of both container sizes starting Feb. 11, 2016 until July 5, 2016 to allow for this transition. Staff must question clients/caregivers about where they shop before issuing checks for Alimentum. The smaller container size will be available on Walmart shelves after May 16, 2016 and on Dillon’s shelves after June 27, 2016. This means, if your client shops at Walmart, checks that begin May 16, 2016 or after, should be issued for the 12.1 ounce size Alimentum powder AND if your client shops at Dillon's checks that begin June 27, 2016 or after, should be issued for the 12.1 ounce size Alimentum powder. You will not be able to select already tailored food packages but must retailer.

A handout is included with a picture of the new container size and information about availability at Walmart and Dillon’s to give to clients/caregivers as checks with the new container sizes are issued. If possible, print this in color for clients. If you have questions about availability at other vendors, please contact Janna Gunckle [jgunckle@kdheks.gov](mailto:jgunckle@kdheks.gov) or Valerie Merrow [vmerrow@kdheks.gov](mailto:vmerrow@kdheks.gov)

**ACTION REQUIRED:** Inform all staff of upcoming changes. Print the handout for distribution to clients or caregivers receiving checks with Alimentum or NeoSure. Retailor these food packages as necessary.

**2016 Kansas WIC Conference – “Foundations for a Lifetime”,  
March 29-30, 2016**

The 2016 Kansas WIC Conference, “Foundations for a Lifetime”, will be March 29-30, 2016 in Topeka at the Manor Conference Center (sessions)/Capitol Plaza Hotel (lodging), 1717 SW Topeka Blvd, Topeka, KS 66612. **Agencies will be notified by email with a draft agenda and information that registration on Kansas TRAIN is**



**available and when the hotel will begin to take sleeping room reservations.**

Every person will need to register individually on Kansas TRAIN but agencies will be able to process one payment. The agenda and tips for using Kansas TRAIN will also be posted on the Training page of the Kansas WIC website.

[http://www.kansaswic.org/local\\_agencies/training.html](http://www.kansaswic.org/local_agencies/training.html)

- Timing and refreshment details:
  - March 28: Registration available in Capitol Plaza Hotel foyer, 3:00-6:30 PM
  - March 29: Registration and deluxe continental breakfast begin at 8:00 AM – Manor Conference Center foyer. Sessions begin at 9:00 AM & end at 4:45 PM. Refreshments during the day: Deluxe continental breakfast, morning beverage break, lunch, and afternoon snack.
  - March 30: Hot buffet breakfast begins at 7:00 AM. Sessions begin at 8:00 AM and end by 2:30 PM. Refreshments during the day: Hot buffet breakfast, morning beverage break, and lunch.
- We've had inquiries about allowing non-WIC staff to attend. Space permitting, we will allow attendance, at a higher registration fee but there is no separate fee for attending only one day. **Registration fee is \$75 for WIC staff and \$125 for non-WIC staff.**
- Application will be made for continuing education credit for nurses and licensed dietitians.
- Overnight lodging will only be reimbursed for staff normal workplace is more than 30 miles away.
- If you are the coordinator for an agency with a consultant dietitian, be sure to consider if your RD might attend. Agencies that "share" consultant RDs should discuss dividing the cost.
- Remember that that policy requires at least one representative from each LA and clinic site must attend the Kansas WIC Conference. However the agenda for this conference contains multiple breakout sessions so we recommend that more than one staff member attend from each clinic.

**ACTION REQUIRED:** Review draft agenda and finalize plans for staff to attend. Watch for email with agenda and that staff may contact the hotel for sleeping rooms and register for the conference on Kansas TRAIN.

When it is time to register:

Step 1 – Individuals register on Kansas TRAIN.

Step 2. Print Payment form off Kansas TRAIN and process payment.

Contact Patrice Thomsen about problems with registration, late payment, cancellations, special accommodations or other questions. (785) 296-1189 or [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov)

**Nutrition Education - Baby Behavior packets and handouts still available**

At this time we have some remaining packets and handouts available from the last three Baby Behavior lessons. Clinics may order copies by completing and faxing the attached Order Form to Cathy Colpitts, 785-296-1326. Materials are available on a first come basis.

**ACTION REQUIRED:** Order Baby Behavior packets and handouts, as long as supplies last.

**KWIC Focus- Special Authorization Reminder/KWIC Hardware**

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](http://www.kansaswic.org/local_agencies/kwic_focus_newsletter.html)

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

**Training: Additional Educational Opportunities**

- The Kansas Breastfeeding Coalition, Inc. is offering nine breastfeeding information classes in various locations around Kansas throughout 2016. The **FREE** workshop covers the following topics which are important for any health care professional who support breastfeeding dyads: Wide Range of Normal in the Breastfed Baby; Teaching Mothers Optimal Latch and Positioning Techniques; Reducing the Rate of Formula Supplementation. The workshop is approximately 4 ½ hours long and is approved for continuing education credits for nurses, licensed dietitians and IBCLCs. Use this opportunity to network and invite others in your community - hospital staff, physician office staff, Healthy Start Home Visitors, etc. to attend this training. For sites and registration information use the following link. <http://ksbreastfeeding.org/breastfeeding-101/>
- Kansas WIC New Employee Breastfeeding Training - "Using Loving Support to Grow and Glow in WIC". All new employees are required to attend Loving Support training. WIC Coordinators may choose to wait and send new employees to the nearest training, as long as the person will have been employed in WIC for less than one year by the time they attend.
  - Topeka – June 2016 (exact date to be determined)
  - Wichita – November 2016 (exact date to be determined)
- An online breastfeeding continuing education tutorial titled: "Expanding Pediatricians' Roles in Breastfeeding Support Continuing Medical Education (CME) Online Tutorial" is available. 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>
- **Breastfeeding 2016: Hands-On Management Practices on Friday, March 4, 2016, a continuing education program sponsored by the Kansas La Leche League.** Visit [www.KansasLLL.org](http://www.KansasLLL.org) to register.

The featured speaker is Jane Morton, MD,FAAP,FABM presenting her research on breastmilk expression *Game-changing Research about Breastmilk Expression, Early Hand Expression and Hands-on Pumping, Bedside Care for Low- and High-Risk Infants, and Beyond Baby Friendly, Thinking Out of the Box*. This year a second speaker, Sherry Payne, Executive Director of Uzazi Village in Kansas City will speak on *What You Don't Know Hurts Us: The Impact of Racism and White Privilege on Breastfeeding in the African – American Community*. While this might be a difficult conversation to hear, changes in how the Kansas WIC program approaches the support of races other than Caucasian need to be made as evidenced by lower breastfeeding rates.

The breastfeeding initiation rate for African American women on WIC is about 10% lower 69.6% as compared to 78.6% for all other races. The rate of initiation for the Race – Native Hawaiian/Other Pacific Islander is 71.2%, for Asian is 80.7%, for American Indian/Alaskan Native is 78.3%, and for Caucasian is 78.6%. Women of Hispanic ethnicity initiate breastfeeding at a higher rate – 80.6% as compared to women not indicating Hispanic ethnicity 76%.

- **Geary County Breastfeeding Summit in Junction City, KS at the Courtyard by Marriott February 15 and 16, 2016.**

Dr. Jack Newman <http://www.breastfeedinginc.ca/content.php?pagename=drjack> and Dr. Nils Bergman <http://skintoskincontact.com/dr-bergman.aspx> will be the featured speakers. For more information go to [www.deliveringchange.org](http://www.deliveringchange.org) education tab; registration will be opening soon. Cost is \$50/day with lunch provided. Mid-level provider, nursing, and dietetic continuing educational credits will be applied for. For more information contact Geary County WIC at 785-762-5682.

- **Save the Date – The NWA Annual Education and Networking Conference & Exhibits will be at the Duke Energy Convention Center in Cincinnati, OH, May 22 - May 25, 2016.** This Conference will offer an excellent opportunity to acquire new skills and to network with an estimated 1,000 of your peers, colleagues and exhibitors who provide WIC related products and services for your participants. The conference will also offer an opportunity for attendees to hear from USDA officials and to dialogue on relevant updates and challenges that the program faces. For the rest of the conference, you will have the opportunity to choose from 27 general and concurrent sessions that are sure to expand your professional skills and knowledge base to equip you to face coming WIC challenges and to take advantage of current and future WIC opportunities.  
<https://www.nwica.org/events/info/2016-annual-education-and-networking-conference-exhibits>
- **Save the Date - The NWA Biennial Nutrition Education and Breastfeeding Conference will be held at the Sheraton Downtown Hotel in Denver, CO from September 8 - 10, 2016.** This conference is the most popular gathering of the **WIC nutrition and breastfeeding professionals** in the US, attracting more than 1,200 staff from USDA, state

and local WIC agencies. Education sessions will cover current and emerging nutrition and breastfeeding science, research, policy and best practices. Poster Sessions and special forums will offer additional learning and networking opportunities. More than 40 exhibitors will be on hand to provide the **latest on WIC-related products, technology and services.**

<https://www.nwica.org/events/info/2016-nutrition-education-and-breastfeeding-conference-exhibits>

**ACTION REQUIRED:** Share information with appropriate WIC staff about these continuing education opportunities. WIC staff is encouraged to attend additional nutrition and breastfeeding trainings and conferences. Consider sending appropriate WIC staff to trainings and conferences according to your local agency training needs and as the local agency budget allows. The SA encourages WIC staff, if appropriate, to also obtain funding through - [ADM 11.02.00 Financial Support for Local Agency On-Going Training](#).

This policy provides information on the possibility of obtaining financial support from the SA for additional training. Be aware that the policy specifies that staff time is not covered in these special funds. Appropriate staff time would be covered under regular WIC funds or other county funds as approved by supervisor. If additional regular WIC funds are needed for staff time, contact your SA lead for guidance.

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

Attachments:

Abbott Formula Change Handout  
Order Form - Kansas Baby Behavior Lesson Materials  
KWIC Focus

# Coming Soon!

New Look starting March 2016



New Look and New Size



- Starting 5/16/16, Wal-Mart will carry the new smaller size Alimentum (12.1 oz container)
- Starting 6/27/16, Dillon's will carry the new smaller size Alimentum (12.1 oz container)

# Handout Order for Kansas Baby Behavior Lessons

Agency Name: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Handout Name	Number of packages of English handouts (25 per pkg)	Number of packages of Spanish handouts (25 per pkg)
Lsn #1 What is Baby Saying? Activity answer & goal sheet		
Lsn #1 Baby Cues handout		
Lsn #2 Hunger Cues Activity answer & goal sheet		
Lsn #2 Your Baby's Hunger & Fullness Cues handout		
Lsn #3 How Babies Sleep Activity answer & goal sheet		
Lsn #3 Healthy Sleep For You & Your Baby handout		
Lsn #4 My Baby is Crying Activity answer & goal sheet		
Lsn #4 Babies Crying handout		
<p>Send order to:            Cathy Colpitts            Email: <a href="mailto:ccolpitts@kdheks.gov">ccolpitts@kdheks.gov</a>            Fax: 785-296-1326            Phone: 785-296-8956</p>		



## Special Authorization Reminder

- If the client has previous special authorization(s), highlighting any line by clicking on it will display the dates, reasons and details of the foods authorization in the lower portion on the screen.
- If the current date is within the use dates on the highlighted line, the “Re-Tailor Selected” button will enable. You would use “Re-Tailor Selected” when you are **within the dates of the existing Special Authorization** and need to create a different tailored food package because:
  - The client’s base food package changed;
  - The client has requested a change in the foods received but will be continuing on the same formula or
  - They want a different form of the same formula.
- Clicking “Re-Tailor Selected” will take you to the **first** Tailor Food Package screen and allow you to re-tailor the foods or formulas.
- Use New if changing to a different formula

1171925 Gender Male  
DOB 08/05/2014, 7 Months

WIC Active 1  
Cert. Period 03/05/2015 to 09/30/2015  
Priority 1 HR

Tailor Food Package Assign Food Package Notices

Base Food Package	Tailored Food Package	Active Date	Inactive Date
2-FF 6-9M - Formula Fed 6-9 mo old	2TS - 2-FF 6-9M - Formula Fed 6-9 mo old	04/01/2015	05/01/2015

Current Base Food Package 2-FF 6-9M - Formula Fed 6-9 mo old  
Tailored Food Package ID 2TS - 2-FF 6-9M - Formula Fed 6-9 mo old  
Active Date 04/01/2015 Inactive Date 05/01/2015

Reason  
test

Food Details  
Baby Food - Fruits/Vegetables 32 containers  
Gerber Good Start Nourish 9 containers  
Infant Cereal 24 ounces

Re-Tailor Selected Cancel





**KWIC Hardware Specifications**

With the continual changes in technology today, Local Agencies that purchase their own equipment with SA approval may have questions regarding the specifications their computers need to run KWIC. According to Policy: [ADM 07.05.00](#) and [Appendix 9](#) the specifications are:

<b>WIC Clinic Desktop Workstations (desktop or laptop)</b>		
<b>Element</b>	<b>Minimum Configuration</b>	<b>Recommended Configuration</b>
<b>Processor Class</b>	Intel Core 2 Duo	Intel Core i3
<b>Processor Speed</b>	3.06 GHz	2.8 GHz
<b>Memory</b>	2GB	4GB
<b>Hard Disk</b>	160GB	160GB
<b>Graphics Card</b>	Graphics card supporting 1024x768, true color	Graphics card supporting 1024x768, true color
<b>Network</b>	Fast Ethernet NIC (10/100)	Gigabit Ethernet NIC (10/100/1000)
<b>Sound</b>	Optional	Included
<b>Monitor</b>	17" LCD Flat Panel Monitor	19" LCD Flat Panel Monitor
<b>Peripherals</b>	DVD-ROM, mouse, keyboard	DVD-ROM, mouse, keyboard
<b>Case</b>	Mini Tower, Tower, or Laptop	Mini Tower, Tower, or Laptop

Now that Windows 10 has been released, some Local Agencies' might be upgrading to Windows 10. KWIC has not been tested to run on Windows 10, so there could potentially be issues that arise when using KWIC. **If possible, do not upgrade to Windows 10.**

Testing KWIC on Windows 10 will be done in the near future, but for now, please be aware that if your computer is running Windows 10 you may run across some issues. Please notify the Helpdesk if you do run into any issues, but this will be for **notification purposes only** as there will not be a fix in place at this time to correct the issue(s). One issue that has already been reported is that growth charts do not print correctly.

