

KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2016-05

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: February 29, 2016

RE: Earned Income Tax Credit (EIC)
And Justice For All poster
Client Education on Approved Foods
Food Package-Formula-Good Start Soy Label Changes
Food Package-Formula-PediaSure Label Change
2016 Kansas WIC Conference–Foundations for a Lifetime, March 29-30, 2016
KWIC Focus: Q&A
Training: Additional Educational Opportunities

Earned Income Tax Credit (EIC)

An Earned Income Credit (EIC) flyer titled “Claim Your Money” is available at the end of this memo. The flyer is written in English and Spanish. A copy of the flyer should be printed out and available for WIC clients to pick up. It is important to remind clients about free help that is available to them when filing their tax forms. Many families that apply for the EIC pay someone to complete their tax forms and the average charge for tax preparation can cost \$100 or more.

Paying for tax preparation takes away from the value of the EIC. The Volunteer Income Tax Assistance (VITA) sites are located in community action agencies, churches, libraries, public assistance offices and other public places that provide free assistance to help low-income workers fill out their tax forms. If you wish to find the VITA site in your county you can call 1-800-906-9887.

ACTION REQUIRED: Share the EIC flyer with clients. If you would like a full EIC packet, contact The Center on Budget and Policy Priorities outreach staff at (202) 408-1080, or you can email a request to eickit@cbpp.org. If you need other languages of the “Claim Your Money” flyer, you can go to the website <http://www.eitcoutreach.org/outreach-strategies/materials/flyers/> and print other languages. The English and Spanish versions are available at the end of this memo.

And Justice For All Posters

The *And Justice For All* posters were recently updated and mailed to local agencies. If your agency did not receive the new poster or if additional copies are needed, they can be ordered using the [WIC Publication Order](#) form on the website.

ACTION REQUIRED: Replace existing poster with new poster and order additional copies if needed.

Client Education on Approved Foods

Every two years the approved food list is reviewed and issued. The state is used to getting calls the first few months into the new approved food list. However, lately we've been getting questions from stores on why they're being given warnings about letting a client get or not get something, when it was the client who brought up the item in the first place. We hear things like, do we have the correct UPC listing, or why did the client try to purchase the wrong food? Why is the store at fault when the client stood in line and argued that another store let her get it? What does the state do to ensure the clients know what they can and cannot purchase with their WIC check?

We have a policy that requires the client to know what they can and cannot purchase with their WIC benefits. On page five of the [PRI 02 00 00 Program Abuse and Sanctions](#), there are specific reasons a client should get a warning letter. Attempting to purchase unauthorized foods is a sanctionable offense. Stores cannot be held completely responsible for what the client is doing. It is important that both the client and the store get the warning letter, not just the store, in order for the behavior to change.

This will be even more critical when we go to electronic benefits. The cashier/store will no longer be able to override an item a client has selected for purchase. Clients will need to understand that when they bring up an item that won't ring up as WIC authorized, not only will the store not be able to override it, but they will need to get the product information and let the clinic know to check into the item. If the item meets requirements and is currently approved category, e.g. new produce, the State will add the item to the UPC list (approved product list) and it will upload to the store's POS. The state will be the entity who manages and maintains the UPC listing the stores download, and the client/store will need to report the product they believe should be allowed to either the clinic and/or the state (the process is still to be determined.)

[Policy FCI 04 01 00](#) informs clinic staff of what they must educate the client in using their WIC checks. Please make sure staff are taking an extra 5 minutes to educate clients on what foods are being prescribed to the client and maybe even why these foods are being prescribed to them.

ACTION REQUIRED: Make sure all staff who issue benefits and/or checks are providing a review of the client's specific benefits using the client's checks and program booklet as the tools/guide for them to know what they can and cannot get with their WIC checks/benefits.

Food Package-Formula-Good Start Soy Label Changes

Gerber Good Start Soy infant formulas are transitioning to non-GMO (non-genetically engineered) ingredients with subsequent label changes. These changes are occurring gradually over the next few months. Clients may need to look for the old or new label but there is no change in the UPC code and both are to be redeemable with WIC checks.

ACTION REQUIRED:

Inform staff and begin immediately to inform clients of the label change. Attached is a graphic to help in educating clients. Print off and use as needed.

Food Package-Formula-PediaSure Label Change Abbott has added the words Grow and Gain to the regular PediaSure with or without fiber label. They are doing that to distinguish all products in the “PediaSure Family” of products. There has been no change in formulation or UPC for this product – just the label change.

ACTION REQUIRED:

Inform staff and begin immediately to inform clients of the label change. Attached is a graphic to help in educating clients. Print off and use as needed.

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

This is a repeat of a mass email sent February 12. *Any new information added for clarification is printed using italics and underline.*

Kansas WIC policy requires that at least one representative from each Local Agency and clinic site must attend the Kansas WIC Conference. However we hope that more than one staff member per clinic attends. The 2016 Kansas WIC Conference draft agenda is also on the Training page of the Kansas WIC website.

Breastfeeding Peer Counselors and their supervisors are required to attend one training each federal fiscal year. Unlike some years, the particular training was not specified for the current year. The recent Breastfeeding Summit, the upcoming Kansas La Leche League meeting on March 4, or the Kansas State WIC conference are all examples of training that meets the requirement for this year.

Location: The 2016 Kansas WIC Conference is March 29-30, 2016 in Topeka at the Maner Conference Center for sessions and Capitol Plaza Hotel for lodging), 1717 SW Topeka Blvd, Topeka, KS 66612. Maps and directions can be found on the last page of the draft agenda. Directions can also be found at the hotel website under “Location & Directions.”
<http://www.capitolplazahoteltopeka.com/>

Registration and fees: 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 is

also posted on the Training page of the Kansas WIC website.

http://www.kansaswic.org/local_agencies/training.html

- **Registration deadline is March 21.** Late registrations are accepted, but we appreciate your cooperation with registering by the stated deadlines so that we can make more definite plans. Contact Patrice Thomsen for late registrations.
- **Registration fee is \$75 for WIC staff and \$125 for non-WIC staff.**
- **Instructions for payment may be found on the Payment Form,** available from the registration page of Kansas TRAIN or the Training page of the Kansas WIC website. http://www.kansaswic.org/local_agencies/training.html. **Payment is requested by March 29.** If payment is expected to be late, please notify Patrice Thomsen with expected payment date. Payment may be made by check or credit card as indicated on the Payment Form.
- **Cancellations received prior to March 21 will be refunded.** Cancellations received after March 21 will not be refunded and will be billed if not paid. Staff substitutions may be made at any time.

Lodging: Capitol Plaza Hotel, 1717 SW Topeka Blvd, Topeka, KS 66612. Telephone is 1-800-579-7937 or 785-431-7200. FAX is 785-235-0194. A block of lodging rooms has been reserved for Monday, March 28 and Tuesday, March 30 at these special rates: Single - \$89 + tax and Double - \$99 + tax. Current taxes total 16.15%.

- Note that the maximum WIC reimbursable lodging amount *per night* for one person is \$89 + tax, and \$178 + tax for two, etc. Remember that overnight lodging will only be reimbursed for WIC staff whose normal workplace is more than 30 miles away.
- The block of rooms will be held until **March 7, 2016**, after which any unreserved rooms will be released and made available for general use.

There are three choices in how to reserve sleeping rooms at the Capitol Plaza.

1. Direct links to Reservations (no group code required):
<https://bookings.ihotelier.com/bookings.jsp?groupID=1127277&hotelID=13576>
2. Book directly with the Capitol Plaza on their website or by calling the hotel. (***Please note two different codes depending on how the reservation is booked**):
 - a. Reservations can be made online at the Capitol Plaza website using www.capitolplazahoteltopeka.com. Click on "Reservations" and you will be redirected to reservations page. Select "Group Code" and enter code **NUTRITION16** for the discounted rate. Once the code is entered, you will be able to select the dates and book your reservation. OR,
 - b. Call the hotel directly at (800) 579-7937. (Please mention you are part of **Nutrition and WIC Services** or group code **NUTR**).

Reservations must be guaranteed with a major credit card or advanced payment. Check-in time is 3:00 PM and check-out time is 11:00 AM.

When reservations are made, the hotel will require a deposit equal to the room rate and tax for the first night for each Reservation. An individual's deposit is refundable to that individual only if the Hotel receives notice of an individual's cancellation at least 24 hours prior to scheduled arrival (i.e. by 3:00 PM the day prior to arrival.) Upon check-in, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the room and tax charges for the length of the guest's stay, plus the Agreed use of the Hotel's ancillary services, and the hotel will require each guest's home/business address and e-mail address.

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.

Mothers' Room: A Mothers' Room will be available for nursing and pumping.

Continuing Education: Application will be made for 3.5 units on March 29 only for nurses and Kansas licensed dietitians.

Room Temperature:

We suggest that you dress in layers because meeting room temperatures may fluctuate.

Questions & Specific Requests: We will make every effort to accommodate participants. If you need any adaptations for disabilities, special diet, other special considerations, or questions about registration, late payment, cancellations, etc. contact Patrice Thomsen.

pthomsen@kdheks.gov (785) 296-1189

Kansas WIC website Training page http://www.kansaswic.org/local_agencies/training.html
(Registration information, draft agenda, tips for using Kansas TRAIN, and payment form – can also print the payment form from Kansas TRAIN.)

ACTION REQUIRED: Reminder of important dates:

- **March 7** – Last day to reserve sleeping rooms in the block.
- **March 21** – Preferred registration deadline.

In summary, the WIC Coordinator or designee:

1. Reviews the draft agenda and finalize plans for staff to attend.
2. Makes reservations with the hotel for sleeping rooms.
3. Works with staff to individually register for the conference on Kansas TRAIN.

4. Prints the payment form off Kansas TRAIN or Training page of the Kansas WIC website and processes payment.

KWIC Focus- Q&A

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*.

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>
- iLactation Online Breastfeeding Conference. Registration (Individual price \$195) is now open at www.iLactation.com Many speakers, sessions available to view any time and runs from March 2 until May 2, 2016
- National WIC Association conferences <https://www.nwica.org/>
 - **NWA 2016 Annual Education and Training Conference & Exhibits will be held 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 is sure to expand your professional skills and knowledgebase to equip you to face coming WIC challenges and to take advantage of current and future WIC opportunities.
- **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.

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:

- Earned Income Credit Flyer
- Good Start Soy Label Changes
- PediaSure Name Change Document
- *KWIC Focus*

Claim Your Money

You could be eligible for up to **\$6,000** or more in your tax refund when you claim the **Earned Income Tax Credit** and **Child Tax Credit**



3 EASY STEPS

1

Find a FREE tax site*

Go to irs.treasury.gov/freetaxprep or call **800-906-9887**.

2

See if you qualify

Find out how much you may receive at eitcouthreach.org/help.

3

File your taxes

Visit a free site by April 15 to file your taxes and receive your money in a tax refund.

*You can still claim the tax credits if you cannot find a free tax site near you.

When will you file your taxes?

Date:

Time:

Location:

Phone:

For more information, go to eitcouthreach.org/help or call the IRS at **1-800-829-1040**.

**GET IT
BACK**

TAX PREPARATION CHECKLIST

Bring 2015 documents for you and each person in your household

1. PERSONAL INFORMATION

Bring **all** documents below

- Valid picture ID**
 - Taxpayer Identification Number:** Social Security Card, Social Security Number verification letter, or Individual Taxpayer Identification Number
-

2. PROOF OF INCOME

Bring **all** documents that apply

- W-2s** for all jobs last year
 - 1099s** for any other income received last year
 - Statements for prizes, scholarships/fellowships, or lottery/gambling winnings
-

3. PROOF OF HEALTH INSURANCE

Bring **all** documents that apply

- 1095-A** if you had coverage through the Health Insurance Marketplace
 - 1095-B** or **1095-C** if you had other kinds of insurance or coverage
-

4. ADDITIONAL ITEMS

Bring **all** documents that apply

- Checking and savings account information** to have your refund directly deposited
- Tax return** from last year, if available
- Child care expenses:** provider's address and federal tax ID #
- Homeowners:** mortgage statements and property tax bills
- Education:** college tuition and student loan statements
- Alimony** paid or received
- Notices:** IRS, state tax, Health Insurance Marketplace, or anything that says "IMPORTANT TAX DOCUMENT"

Reclame su dinero



Usted podría recibir hasta un máximo de **\$6,000** o más en su devolución de impuestos cuando reclame el **Crédito por Ingreso del Trabajo** (EITC, por sus siglas en inglés) y el **Crédito Tributario por Hijos** (CTC, por sus siglas en inglés)

3 PASOS SENCILLOS

1

Encuentre un sitio gratuito de preparación de impuestos*

Visite irs.treasury.gov/freetaxprep o llame al **800-906-9887**.

2

Vea si reúne los requisitos

Descubra cuánto podría recibir en eitcoutreach.org/help.

3

Declare sus impuestos

Visite un sitio gratuito de preparación de impuestos antes del 15 de abril para declarar sus impuestos y recibir su reembolso.

*Usted puede reclamar los créditos tributarios aún cuando no pueda encontrar un sitio gratuito de preparación de impuestos cerca de usted.

¿Cuándo va a declarar sus impuestos?

Fecha:

Hora:

Lugar:

Teléfono:

Para más información, visite eitcoutreach.org/help o llame al IRS al **1-800-829-1040**.

GET IT
BACK

SP

¿REÚNO LOS REQUISITOS?

El Crédito por Ingreso del Trabajo y el Crédito Tributario por Hijos son beneficios tributarios para personas que trabajan. ¡Usted podría deber menos en impuestos y recibir un reembolso en efectivo!

Reclamar estos créditos no afectará su elegibilidad para otros beneficios como SNAP (cupones para alimentos), SSI, Medicaid, asistencia en efectivo y vivienda pública. Si usted ahorra su devolución de impuestos, esta no será tomada en cuenta para los límites de recursos/bienes de los programas de beneficios financiados por el gobierno federal durante los 12 meses siguientes al recibo de la devolución.

SI TIENE HIJOS

- Edad:** Para el EITC, los hijos deben ser menores de 19 años a finales del 2015 (los estudiantes de tiempo completo pueden ser menores de 24 años y los hijos que estén discapacitados de forma permanente y total pueden ser de cualquier edad). Para el CTC, los hijos deben ser menores de 17 años a finales del 2015.
- Domicilio:** Los hijos deben haber vivido con usted durante más de la mitad del 2015.
- Ingreso para el 2015:** Para el CTC, si usted ganó más de \$3,000, puede reclamar un crédito de hasta \$1,000 por hijo.

Para el EITC, sus ganancias deben ser menores a los límites siguientes:

Hijos	Soltero	Casado	EITC de hasta:
1	\$39,131	\$44,651	\$3,359
2	\$44,454	\$49,974	\$5,548
3 o más	\$47,747	\$53,267	\$6,242

SI NO TIENE HIJOS

- Edad:** Usted debe tener entre 25 y 64 años de edad.
- Ingreso para el 2015:** Si usted ganó menos de \$14,820 (\$20,330 si está casado y presenta una declaración conjunta), podría recibir una devolución del EITC de hasta \$503.

SI USTED NO ES CIUDADANO DE LOS EE.UU.

- EITC:** Usted, su cónyuge o cualquier hijo que usted declare debe tener un número de Seguro Social válido.
- CTC:** Usted, su cónyuge o cualquier hijo que usted declare debe tener un número de Seguro Social o un número de Identificación Personal del Contribuyente (ITIN, por sus siglas en inglés) válidos.

Qué llevar a un sitio gratuito de preparación de impuestos

- Identificación válida con fotografía
- Tarjeta del Seguro Social, carta de verificación del número del Seguro Social o un número de Identificación Personal del Contribuyente (ITIN, por sus siglas en inglés)
- Formularios W-2 o 1099
- Comprobante de seguro médico (formularios 1095-A, 1095-B, o 1095-C)

Seguro médico

Si no cuenta con seguro médico, ¡el Crédito Tributario de Prima puede cubrir la mayor parte del costo de un plan! Regístrese entre el 1 de noviembre de 2015 y el 31 de enero de 2016. Algunas personas sin seguro podrían recibir una multa. Obtenga más información llamando al **1-800-318-2596**, o visite **www.HealthCare.gov**.

Good Start Soy Formula Label Changes –Look for old and new labels as new labels will appear in stores over the next several months.

Product Description	Old Label	New Label	UPC	Status
Stage 1 Gerber® Good Start® Soy Powder Infant Formula			50000-35304 (no change)	Available now
Stage 1 Gerber® Good Start® Soy Concentrated Liquid Infant Formula			50000-34581 (no change)	Available now
Stage 1 Gerber® Good Start® Soy Ready-to-Feed Infant Formula			50000-35355 (no change)	Available now



Change in PediaSure label – The words **Grow & Gain** have been added to label. The product remains the same with no changes.





Question/Comment

When doing an out of state transfer I think it would be nice for the required sections to be highlighted or in a different font or color or something so I know which ones I have to do to complete the transfer and which ones are optional.

Answer:

The Transfer From Out of State Program guide only needs the three screens indicated as Completed in order for the Complete Transfer In From Out of State link to become active.

Jane Doe **WIC Applicant**
Client not Certified
11612265 Gender Female
 DOB **04/16/1992**, 22 Years

Transfer From Out of State Program Notices
 Jane Jane

Transfer from Out of State for Jane Doe.

You have started recording VOC information for Jane Doe.
 To complete the certification, click on and complete each task labeled 'Needed' in the list below.

✓ Race and Ethnicity	Completed
✓ Dual Participation Test	Completed 07/14/2014
Proof of Residency	Needed
Proof of ID	Needed
Anthropometric Measurement	Needed
Blood Measurement	Needed
✓ Health Interview	Completed 07/14/2014
Assess Risk Factors	Needed
Nutrition Education	Needed
Referrals	Needed
Voter Registration	Needed
Complete Transfer In From Out of State	Needed

While these are the only 3 required screens in KWIC needed to complete the Transfer, policy states that staff must:

- Document Proof of Residency and ID - Follow normal policy if client does not bring in proof or proof does not exist [CRT 03.00.00 Certification Visit]
- Make appropriate referrals, including to WIC nurse or RD, and Community Resource List, if needed.
- Review Rights and Responsibilities and obtain signature.

Reminder: Do not select Zero Income when provided with a VOC.

