



**KANSAS WIC POLICY MEMORANDUM**  
**KANSAS-WIC-P-2016-07**

**TO:** Parent and Sub-Agencies

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

**DATE:** April 25, 2016

**RE:** Certification – WIC Income Eligibility Guidelines  
WIC Fact Sheet  
Policy Update: PRI 02.00.00 Program Abuse and Sanctions, Employee & Client  
Policy Update: ADM 01.03.03 Outreach

**WIC Income Eligibility Guidelines will change effective May 1, 2016**

New WIC Income Eligibility Guidelines for policy [CRT: 06.01.00](#) will change effective May 1, 2016. The updated policy will be available to print from the Kansas WIC website on May 1, 2016. These figures will be used by all Kansas WIC Local Agencies until the next revision. The State Agency has coordinated with CQuest to update the Income Eligibility Guidelines in the KWIC System, effective May 1, 2016.

**SPECIAL NOTE:** WIC agencies should note that the Department of Health and Human Services (HHS), which is the agency responsible for the calculation of the poverty guidelines, has set poverty guidelines for family sizes greater than six at the 2015 level. The HHS poverty guidelines are used to calculate the WIC income eligibility guidelines, the same adjustment has occurred for WIC.

**ACTION REQUIRED:** Notify all staff members of this change.

**WIC Fact Sheet**

The WIC Fact Sheets for both English and Spanish have been updated to incorporate the revised income guidelines and will be available to print off on May 1, 2016 from the Kansas WIC website under the [Forms/Administrative Materials](#) link.

**ACTION REQUIRED:** Notify all staff members of this change.

**Policy Update: PRI 02.00.00 Program Abuse and Sanctions, Employee and Client**

[Policy PRI 02.00.00 Program Abuse and Sanctions, Employee and Client](#), has been updated to require clients to receive verbal notification of an impending sanction either by way of a telephone call or during a previously scheduled appointment, prior to receiving written notification of the sanction. Written notifications that are mailed to the client must be sent by certified mail. Additionally, a sanction has been added for using or attempting to use a Kansas WIC check in another state.

*Action Required:* inform staff and review policy

**Policy Update: ADM 01.03.03 Outreach**

[Policy ADM 01.03.03 Outreach](#), has been updated to include links to the WIC website for ordering brochures from Brush Art.

*Action Required:* inform staff and review policy

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

Items: