



**KANSAS WIC POLICY MEMORANDUM**  
**KANSAS-WIC-P-2016-08**

**TO:** Parent and Sub-Agencies

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

**DATE:** May 24, 2016

**RE:** Administration – ADM: 02.02.00 Annual Budget – WIC Local Agency Budget FFY2017

**Administration – ADM: 02.02.00 Annual Budget - WIC Local Agency Budget FFY2017**

It's time to begin the budget process for FFY2017. The WIC Local Agency Budget for FFY2017 includes both WIC and the BFPC program.

Detailed instructions can be found at the end of this memo along with the checklist that is to be printed out and submitted with the budget information. Refer to the Annual Budget policy on the Kansas WIC website at the following link: This policy can help answer many questions you may have in regards to filling out the budget form.

[http://www.kansaswic.org/manual/ADM\\_02\\_02\\_00\\_Annual\\_Budgets.pdf](http://www.kansaswic.org/manual/ADM_02_02_00_Annual_Budgets.pdf).

The WIC Local Agency Budget FFY2017 and all of the supporting documentation is **due by July 15, 2016**.

If you have questions or need additional help, contact Rachelle Hazelton at (785) 296-1328 or email [rhazelton@kdheks.gov](mailto:rhazelton@kdheks.gov). You can also contact Erin Hubbard at (785) 291-3134 or email [ehubbard@kdheks.gov](mailto:ehubbard@kdheks.gov).

**Action Required:** Notify all WIC staff, as well as other Health Department or County staff who are involved with developing the WIC Budget. Review the changes and use the WIC Local Agency Budget FFY2017 spreadsheet and submit all the supporting documentation by **July 15, 2016**.

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

Enclosures:  
Annual Budget Instructions and Checklist FFY2017

## FFY2017 Kansas WIC Budget Instructions

The WIC Local Agency Budget for FFY2017 includes both WIC and the BFPC program. Agencies who only do WIC need to complete the WIC portion. If your agency currently has a BFPC program or your agency has been instructed to complete the BFPC portion of the budget, you need to complete both WIC and the BFPC portions on the budget.

For detailed instructions on how to complete the budget, refer to the Annual Budget policy on the Kansas WIC website at the following link: This policy can help answer many questions you may have in regards to filling out the budget form.

[http://www.kansaswic.org/manual/ADM\\_02\\_02\\_00\\_Annual\\_Budgets.pdf](http://www.kansaswic.org/manual/ADM_02_02_00_Annual_Budgets.pdf).

Please review these policies before completing the budget:

- [ADM 02.03.01 Allowable Costs](#)
- [ADM 02.03.02 Unallowable Costs](#)
- [ADM 02.03.03 Time and Effort Reporting](#)

**Note:** Be sure to refer back to your previous affidavits to ensure all current and future expenses are accounted for in the upcoming FFY budget.

The FFY2017 WIC Local Agency Budget is an Excel file that consists of two pages and is available on the Kansas WIC website, which is located in the “Forms/Administrative Materials” section at the following link.

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

Local Agencies **must** use the “WIC Local Agency Budget FFY2017” spreadsheet. The file will open up an Excel spreadsheet, which can be saved to your computer’s hard drive.

The Excel file contains several worksheets that can be used to help fill out the budget, as well as the budget form itself. These worksheets are as follows:

- Worksheet A – Estimating Monthly Participation - Budget Heading
- Worksheet B – FTE & WIC% / BFPC% - Section I, Employee Services
- Worksheet C – Estimated Reimbursement – Section V, Additional Information and Signatures

These worksheets provide examples and actual charts that can be used to fill out various areas of the budget form. Local Agencies are *not required* to use the worksheets and can key the information in by hand, but are encouraged to review the worksheets to make sure the information that is being entered by hand is what is being requested on the worksheets.

The worksheets contain formulas in various places and that information will automatically transfer to the budget document. Additional lines can be added to the various sections.

**When adding additional lines to the budget form, be sure to check the formulas in the overall totals for each section to ensure that the totals are capturing all of the additional rows that have been added.**

The Excel file also contains a sample budget, which can be used as a reference.

## **IMPORTANT:**

- **QUESTION:** My budget form won't add up and there are several **#DIV/0!** error formulas in the cells throughout my budget. How do I get rid of them so my budget form will automatically add up?

**ANSWER:** Highlight the **#DIV/0!** and hit delete. This should clear those error formulas out and your budget should add up correctly.

- If your agency does not claim indirects, then in Section IV – Indirect Costs, on the budget form, change the formula **#DIV/0!** in the “Total” column to zero for both WIC and BFPC.

## **SPECIAL NOTE:**

- There will not be an annual conference next year. Local Agency WIC staff are required to have two trainings per year in addition to their Civil Rights Training. Local Agency staff might want to consider attending such trainings as:
  - National WIC Association (NWA) Conference,
  - KS Dietetics Association conference,
  - KS Nutrition Council conference,
  - KS La Leche League conference, etc.
  - or some other type of training that would be good for WIC staff to attendRefer to prior years conferences to determine the approximate costs needed for your budget.
- BFPC staff must attend at least one breastfeeding training. BFPC's should plan to attend the KS La Leche League conference in March 2017.
- We will continue to have the one day new employee Breastfeeding training, which is offered two different times throughout the year in addition to the on-line modules. Based upon your estimated employee turnover, for each new employee, add estimated costs for one or two nights lodging, (depending on location) meals and travel to Topeka in June or Wichita in November. **This applies to WIC and BFPC staff.**
- **All of these estimated training costs for WIC and BFPC staff should be placed in Section III: Agency Operations and Program Supplies on the WIC Local Agency Budget spreadsheet for the line item “Employee Training Expenses.”**
- The National WIC Association dues are paid by the State Agency. **Do not include this expense on your budget.**
- BFPC expenses such as office supplies, phones, etc. should be placed in Section III, Agency Operations and Program Supplies of the budget. Refer to the [Annual Budget policy](#).
- If your agency claims Indirects costs, continue to use the rate currently being used on affidavits. Your agency will be notified prior to contract issuance of any rate changes.

If you have questions or need additional help contact Rachele Hazelton at (785) 296-1328 or [rhazelton@kdheks.gov](mailto:rhazelton@kdheks.gov). You can also contact Erin Hubbard at (785) 291-3134 or [ehubbard@kdheks.gov](mailto:ehubbard@kdheks.gov).

***Complete the following checklist and submit it along with the WIC Local Agency Budget FFY2017 and supporting documentation, which is due by July 15, 2016.***

# Kansas WIC Local Agency Budget Checklist

**This checklist should be completed by each agency (parent and sub-agencies), signed and returned along with the WIC Local Agency Budget FFY2017 and supporting documentation by July 15, 2016.**

Missing information can lead to a delay in the approval process of the Local Agency's Budget. The information will be returned to the Local Agency for completion.

**Check off and attach the following items when submitting the FFY2017 Budget information:**

- A separate WIC Local Agency Budget FFY2017 should be completed for each agency (parent and sub-agencies)
- Provide signed copies of all agreements for personnel, sub-agencies and clinic sites etc.
- Provide signed copies of contractual agreements for Dietitians (must be renewed each year)
- Provide a copy of the Indirect Letter and Cost Allocation Plan for FFY2017 (*only for those agencies that claim indirect costs*)
  - Was your Indirects cost rate approved by a Federal Cognizant Agency?
    - Yes
    - No
    - Don't No
- Provide the Clinic Availability Information (Refer to the last page of the Annual Budget policy)
- Provide justification on a separate sheet of paper as to why the total FFY2017 WIC Budget is 5% greater than the total FFY16 WIC Estimated Reimbursement amount (if applicable).  
**This applies to both the WIC and BFPC program.**

I have verified that all of the information requested for the WIC Local Agency Budget FFY2017 has been completed and the supporting documentation is included.

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Authorized Agency Representative \_\_\_\_\_ Date \_\_\_\_\_

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Title \_\_\_\_\_ Phone Number \_\_\_\_\_

**Return To:**  
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Nutrition & WIC Services  
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