Effective November 1, 2007

TOC 00.0

#### **Table of Contents**

#### **Policies**

AC - Accounting	J
AC:01.0	Local Agency Financial Management System
	(Rev. 10/1/05)
AC:02.0	Reimbursement of Allowable WIC Expenses
AC:03.0	Plan to Allocate Direct Costs (Rev. 10/01/04)
AC:04.0	Allowable Costs Personnel Compensation and Benefits
AC:05.0	Allowable Costs In-State and Out-of-State Travel
AC:06.0	Allowable Costs WIC Owned or Agency Vehicle
AC:07.0	Property Management
AC:08.0	Allowable Costs Equipment
AC:09.0	Allowable Costs Outreach and Outreach Incentive Items
	(Rev. 10/1/05)
AC:10.0	Allowable Costs Communications & Utilities
AC:11.0	Allowable Costs Reproduction and Printing
AC:12.0	Allowable Costs Rental Space
AC:13.0	Allowable Costs Facility Depreciation or Use Allowance
AC:14.0	Allowable Costs Supplies, Postage and Shipping
AC:15.0	Allowable Costs Non-Professional Contract Services
AC:16.0	Allowable Costs Professional Contract Services
AC:17.0	Allowable Costs Breastfeeding Peer Counselors
AC:18.0	Allowable Costs Facility Renovation
AC:19.0	Allowable Costs Indirect Costs (Rev. 10/01/04)
AC: 20.0	Allowable Costs Food Purchases
AC:21.0	Allowable Costs – Insurance Expense
AC:22.0	Allowable Costs Laboratory Coats and Employee Uniforms
AC:23.0	Unallowable Costs
AC:24.0	Monthly Reimbursement Maximum
AC: 25.0	Monthly Reimbursement Maximum - Start-Up Costs
AC:26.0	Advance Cash Payments
AC: 27.0	Surplus Funds

Effective November 1, 2007 TOO		TOC 00.0		
AC: 28.0	Financial Reporting			
AC: 29.0	WISE Cost Report, WIC-227A			
AC:30.0	Program Income			
AC:31.0	Participant Fees			
AC:32.0	Closeout Reports			
AC:33.0	Nutrition Education Expenditures (Rev. 10	•		
AC:34.0	Breastfeeding Promotion Expenditures (R			
AC:35.0	Lost and Stolen Equipment (Rev. 10/1/05	5)		
AC:36.0	Sale or Disposition of Property			
AC:37.0	Procurement Procedures			
AC:38.0	Allowable Costs – Cost Allocation Plan			
AUD - Auditing				
AUD:01.0	Audit of Local Agencies			
AUT - Automation				
AUT: 01.0	Automation Change Management			
AUT:02.0	Computer Environment and Platform Mod	ifications		
AUT:03.0	Backups			
AUT: 04.0	Telephone with Data Communications Ca (Rev. 10/1/05)	pabilities		
AUT: 05.0	Repair of Computer Equipment			
AUT:06.0	Surge Protector Equipment			
AUT:07.0	Requests for New or Additional Computer Peripherals	s and/or		
<b>BF - Breastfeed</b> BF: 01.0	Breastfeeding Promotion Standards (Rev.	08/01/07)		
BF: 02.0	Local Agency Breastfeeding Coordinator (			
BF: 03.0	Breastfeeding Peer Counselor (Rev. 08/0			
BF: 04.0	Breastfeeding Training (Rev. 11/01/07)	1707)		
BF:05.0	Issuance and Inventory of Manual and Si	nale-User Flectric		
DI .00.0	Breast Pumps (Rev. 01/01/05)	igio-03ci Liccuito		
BF:06.0	Loan of and Inventory of Multi-User Elect (Rev. 01/01/05)	ric Breast Pumps		

Effective November 1, 2007 TOC 00		TOC 00.0	
BF:07.0 BF:08.0	Issuance of Breast Pumps to a Proxy (11/01 Tracking Born-To-WIC Breastfeeding Rates (		
CR - Civil Right	ts		
CR:01.0	Rights and Obligations of an Applicant/ Parti	cipant	
CR:02.0	Nondiscrimination (Rev. 10/1/05)		
CR:03.0	Fair Hearing Procedure for Applicants/ Partic	ipants	
CR:04.0	Civil Rights Compliance Reviews		
CR:05.0 CR:06.0	Civil Rights Complaints Provision of Services to Individuals with Disa	shilition	
CR:07.0	Provision of Services to Families with Specia		
OR. 07.0	Needs (Rev. 11/01/06) [also contains EBT i		
CR:08.0	Civil Rights Training		
CR:09.0	Collection of Racial/ Ethnic Data (Rev. 04/01	•	
CR: 10.0	Providing Oral and Written Program Informa		
	English or Limited English Speaking Persons	(Rev.	
	10/1/05)		
CS - Certification	CS - Certification		
CS:01.0	Eligibility Criteria for Program Participation		
	(Rev. 08/01/03)		
CS:02.0	Time Frames for Processing Applicants		
CS:03.0	Appointment System		
CS:04.0	Physical Presence (rev. 08/01/03)	1 /04) [also	
CS:05.0	Identification of a WIC Applicant (Rev. 11/0 contains EBT information)	1706) [aiso	
CS:06.0	Residency as a Certification Requirement (Re	ev. 3/1/07)	
CS:07.0	Income Screening as a Certification Requires		
CS:08.0	Adjunctive Income Eligibility (Rev. 08/01/07		
CS:09.0	Definition of Income (Rev. 10/01/06)		
CS: 10.0	Economic Unit for Income (Rev. 08/01/03)		
CS:11.0	Certification of Foster Children (Rev. 11/01/	06) [also	
CS:12 0	contains EBT information] Toyas WIC Income Cuidelines (Poy. 04/03/6	171	
CS:12.0 CS:13.0	Texas WIC Income Guidelines (Rev. 04/03/0 Collection and Use of Social Security Number	•	
	——————————————————————————————————————	,	

CS: 14.0 Completion of the Family Certification Form/Release List (Rev. 08/01/07) [also contains EBT information] CS: 15.0 Certifying Authority (Rev. 10/1/05) CS: 16.0 WIC Certification Specialist CS: 17.0 Documentation of a Complete Nutrition Assessment (Rev. 04/01/07) CS: 18.0 Criteria for Identifying Nutrition Risk Conditions (Rev. 10/01/07) CS: 19.0 Midpoint Screening CS: 20.0 Certification Forms (Rev. 05/01/05) CS: 21.0 Referral to Health Services (Rev. 10/01/05) CS: 22.0 Completing the Supplemental Information Form (Rev. 05/01/05) CS: 23.0 Notification of Ineligibility CS: 24.0 Certification Periods (Rev. 08/01/03) CS: 25.0 Issuance of WIC Family Identification Cards CS: 25.0E Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 15.0 Certifying Authority (Rev. 10/1/05) CS: 16.0 WIC Certification Specialist CS: 17.0 Documentation of a Complete Nutrition Assessment (Rev. 04/01/07) CS: 18.0 Criteria for Identifying Nutrition Risk Conditions (Rev. 10/01/07) CS: 19.0 Midpoint Screening CS: 20.0 Certification Forms (Rev. 05/01/05) CS: 21.0 Referral to Health Services (Rev. 10/01/05) CS: 22.0 Completing the Supplemental Information Form (Rev. 05/01/05) CS: 23.0 Notification of Ineligibility CS: 24.0 Certification Periods (Rev. 08/01/03) CS: 25.0 Issuance of WIC Family Identification Cards CS: 25.0E Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 17.0 Documentation of a Complete Nutrition Assessment (Rev. 04/01/07)  CS: 18.0 Criteria for Identifying Nutrition Risk Conditions (Rev. 10/01/07)  CS: 19.0 Midpoint Screening  CS: 20.0 Certification Forms (Rev. 05/01/05)  CS: 21.0 Referral to Health Services (Rev. 10/01/05)  CS: 22.0 Completing the Supplemental Information Form (Rev. 05/01/05)  CS: 23.0 Notification of Ineligibility  CS: 24.0 Certification Periods (Rev. 08/01/03)  CS: 25.0 Issuance of WIC Family Identification Cards  CS: 25.0E Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information]  CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
(Rev. 04/01/07)  CS:18.0 Criteria for Identifying Nutrition Risk Conditions (Rev. 10/01/07)  CS:19.0 Midpoint Screening  CS:20.0 Certification Forms (Rev. 05/01/05)  CS:21.0 Referral to Health Services (Rev. 10/01/05)  CS:22.0 Completing the Supplemental Information Form (Rev. 05/01/05)  CS:23.0 Notification of Ineligibility  CS:24.0 Certification Periods (Rev. 08/01/03)  CS:25.0 Issuance of WIC Family Identification Cards  CS:25.0E Issuance of WIC Lone Star Cards (Rev. 03/27/07)  CS:26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information]  CS:26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 19.0 Midpoint Screening CS: 20.0 Certification Forms (Rev. 05/01/05) CS: 21.0 Referral to Health Services (Rev. 10/01/05) CS: 22.0 Completing the Supplemental Information Form (Rev. 05/01/05) CS: 23.0 Notification of Ineligibility CS: 24.0 Certification Periods (Rev. 08/01/03) CS: 25.0 Issuance of WIC Family Identification Cards CS: 25.0E Issuance of WIC Lone Star Cards (Rev. 03/27/07) CS: 26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 19.0 Midpoint Screening CS: 20.0 Certification Forms (Rev. 05/01/05) CS: 21.0 Referral to Health Services (Rev. 10/01/05) CS: 22.0 Completing the Supplemental Information Form (Rev. 05/01/05) CS: 23.0 Notification of Ineligibility CS: 24.0 Certification Periods (Rev. 08/01/03) CS: 25.0 Issuance of WIC Family Identification Cards CS: 25.0E Issuance of WIC Lone Star Cards (Rev. 03/27/07) CS: 26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 20.0 Certification Forms (Rev. 05/01/05) CS: 21.0 Referral to Health Services (Rev. 10/01/05) CS: 22.0 Completing the Supplemental Information Form (Rev. 05/01/05) CS: 23.0 Notification of Ineligibility CS: 24.0 Certification Periods (Rev. 08/01/03) CS: 25.0 Issuance of WIC Family Identification Cards CS: 25.0E Issuance of WIC Lone Star Cards (Rev. 03/27/07) CS: 26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 21.0 Referral to Health Services (Rev. 10/01/05) CS: 22.0 Completing the Supplemental Information Form (Rev. 05/01/05) CS: 23.0 Notification of Ineligibility CS: 24.0 Certification Periods (Rev. 08/01/03) CS: 25.0 Issuance of WIC Family Identification Cards CS: 25.0E Issuance of WIC Lone Star Cards (Rev. 03/27/07) CS: 26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 23.0 Notification of Ineligibility CS: 24.0 Certification Periods (Rev. 08/01/03) CS: 25.0 Issuance of WIC Family Identification Cards CS: 25.0E Issuance of WIC Lone Star Cards (Rev. 03/27/07) CS: 26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 24.0 Certification Periods (Rev. 08/01/03) CS: 25.0 Issuance of WIC Family Identification Cards CS: 25.0E Issuance of WIC Lone Star Cards (Rev. 03/27/07) CS: 26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 25.0 Issuance of WIC Family Identification Cards CS: 25.0E Issuance of WIC Lone Star Cards (Rev. 03/27/07) CS: 26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 25.0E Issuance of WIC Lone Star Cards (Rev. 03/27/07) CS: 26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
CS: 26.0 Issuance of Replacement Family Identification Cards (Rev. 11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
11/01/06) [also contains EBT information] CS: 26.0E Issuance of Replacement WIC Lone Star Cards (Rev. 08/01/07)		
08/01/07)		
CS: 27.0 Enrollment of Transferring Participants (Rev. 05/01/07) [also contains EBT information]		
CS: 27.0E Enrollment of Transferring Participants in Electronic Benefits Transfer (EBT) Clinics (Rev. 11/01/06)		
CS: 28.0 Preventing and Detecting Dual Participation		
CS: 29.0 Notification of Termination and Expiration of Eligibility		
CS: 30.0 Caseload Management		
CS: 31.0 Waiting List for WIC		
FD – Food Delivery		
FD:01.0 Completion and Issuance of Food Instruments		
FD:01.0E Documentation of Food Benefits Issuance (Rev. 11/01/06)		
FD:02.0 Frequency of Issuance of Food Instruments (Rev. 3/1/07) FD:02.0E Frequency of Issuance of Food Benefits (Rev. 11/01/06)		

Effective Nove	ember 1, 2007	TOC 00.0
FD:03.0	Designated Recipients of Food Instruments 11/01/06) [also contains EBT information]	•
FD:04.0	Disposition of "Voided" and "Destroyed" For (Rev. 12/01/05)	
FD:04.0E	Disposition of Unusable WIC Lone Star Car 11/01/06)	rds (Rev.
FD:05.0	Replacement of Voided Food Instruments	
FD:06.0	Documenting Missing/ Stolen Food Instrun	nents
FD:06.0E	Documenting Missing/Stolen WIC Lone Statementory (Rev. 11/01/06)	ar Cards
FD:07.0	Action to be Taken when Issued Instrumer Lost/ Stolen by Participant (Rev. 11/01/06 EBT information)	•
FD:08.0	Liability of Local Agency for Food Instrume Shortages	ent Inventory
FD:09.0	Liability of Local Agency for Food Instrume (Rev. 11/01/06) [also contains EBT inform	
FD: 10.0	Mailing Food Instruments	-
FD:11.0	Transfer of Texas WIN Inventory	
FD:11.0E	Transfer of WIC Lone Star Card Inventory	(Rev. 11/01/06)
FD:12.0	Prescription of Food Packages (Rev. 11/01 contains EBT information]	/06) [also
FD:12.0E	WIC Lone Star Food Packages (Rev. 11/01	/06)
FD:13.0	Issuance of Contract Standard Formulas (I	Rev. 10/01/07)
FD: 15.0	Issuance of Ready-to-Use Formula	
FD: 16.0	Issuance of Infant Formulas and Medical N Products Requiring Prescriptions (Rev. 10/	
FD:17.0	Issuance of Food Instruments Using a 999 12/01/05)	
FD: 18.0	Drop Shipment of Formula and Medical Nu (Rev. 12/01/05)	tritional Products
FD:19.0	Exchange of Formula	
FD:19.0E	Management of Returned Medical Nutrition Formulas (Rev. 11/01/06)	nal Products and
FD: 20.0	Selection of Allowable Foods (Rev. 10/01/	06)

Effective November 1, 2007

**FM – Farmer's Market Nutrition Program** 

TOC 00.0

FM: 01.0	Formare Market Nutrition Program Coupan Issuence
FM: 01.4	Farmers' Market Nutrition Program Coupon Issuance
	Farmers' Market Contract/Policy Violations
FM:01.6	Appeal Procedures
GA - General Ad	dministration
GA:01.0	Confidentiality of Participant Information (Rev. 05/01/05)
GA:02.0	Claims Against Local Agencies
GA:03.0	Disposal of Program Records
GA:04.0	Contracts with Local Agencies
GA:05.0	Local Agencies Agreement for the Provision of Health Services
GA:06.0	Coordination of Program Operations
GA:07.0	Referral to Food Assistance
GA:08.0	Provision of Food Stamp, TANF, Medicaid, THS, and Child
	Support Enforcement Information to WIC Applicants/
	Participants (Rev. 08/01/07)
GA:09.0	Local Agency Coordination with Hospitals
GA: 11.0	Verbal and Physical Abuse by Participants
GA:12.0	Participant Fraud and Abuse
GA:13.0	Access to Appointments
GA: 14.0	Staffing Standards
GA: 15.0	Employee Immunization and Laboratory Testing
	Requirements
GA: 16.0	Compliance with the Clinical Laboratory Improvement
	Amendments of 1988
GA: 17.0	No Smoking Policy in Local Agency Facilities
GA: 18.0	Research Involving WIC Participants (Rev. 08/01/03)
GA:19.0	Compliance with the National Voter Registration Act of 1993 (Rev. 10/1/05)
GA: 20.0	Staff Fraud and Abuse (Rev. 3/27/07)
GA: 21.0	Clinic Site Management

#### **IM** - Immunizations

Effective November 1, 2007		TOC 00.0	
IM: 01.0	Eligibility for Immunizations		
IM: 02.0	Immunization Fees		
IM: 03.0	Operational Procedures for WIC Contracted Services	I Immunization	
IM: 04.0	Standing Delegation Orders		
IM: 05.0	Compliance with Consent for and Administr Immunization Services	ration of	
IM: 06.0	Monitoring Storage of Vaccines		
IM: 07.0	Immunization Quality Assurance		
IM: 08.0	Vaccine Distribution and Accountability		
IM: 09.0	Vaccine Adverse Event Reporting System		
IM: 10.0	Immunization Records		
IM: 11.0	Local Immunization Plan		
IM: 12.0	Bloodborne Pathogen Exposure Control Pla	n	
IM: 13.0	Immunization Equipment		
NE – Nutrition Education			
NE:01.0	Standards for Nutrition Education Contacts (Rev. 10/1/05)		
NE:02.0	Nutrition Education Staffing Responsibilities (Rev. 10/1/05)	s and Duties	
NE:03.0	The Nutrition Education/Breastfeeding Plan (Rev. 08/01/03)		
NE:04.0	Nutrition Education Lessons and Materials (Rev. 10/1/05)	(Rev. 08/01/03)	
OR - Outreach			
OR:01.0	Local Agency Outreach (Rev. 10/1/05)		
QA - Quality Assurance			
QA:01.0	Local Agency Self Audit (Rev. 10/1/05)		
QA:02.0	Review of Vendors by Local Agencies		
QA:03.0	Quality Assurance Monitoring of Local Ager	ncies	
TR - Training			

Effective November 1, 2007		TOC 00.0	
TR:01.0 TR:02.0 TR:03.0 TR:04.0	In-Service Orientation to New Local Agencie Orientation/ Training of Local Agency Direct Required Local Agency Training / Summary Local Training Coordinator	ors	
WV - WIC Vendor Operations			
WV:01.0	Vendor Agreement / Policy Violations (Rev.	10/01/07)	
WV:02.0	Least Expensive Brands Declaration (Rev. 1	0/01/06)	
WV:03.0	Inadequate Participant Access		
WV:04.0	Reimbursement Claims by Grocer/ Vendor f Lost in Transit (Rev. 10/01/04)	or Vouchers	
WV:05.0	Appeal Procedure for Food Instruments Inva State Agency (Rev. 04/01/07)	alidated by the	
WV:08.0	WIC Vendor Training (Rev. 10/01/07)		
WV:09.0	Restriction on Vendor Incentive Items (Rev.	. 02/01/06)	
WV:10.0	Selection of Vendors for WIC Initial Authorizand Calculation and Use of Vendor Competinata (Rev. 10/01/07)		
WV:11.0	Selection of Vendors for Reauthorization for (10/01/07)	Participation	
WV:12.0	Reimbursement for Commercial WIC EBT Re ECR Systems (Rev. 08/01/07)	etail Vendor	