



Reply to
Attn of:

MPSF:WC-07-15-P

MAR 30 2007

Subject: WIC Program Advanced Planning Document (APD) Policy Changes

To: All WIC State Agencies
Mountain Plains Region

The purpose of this memorandum is to set forth policy in the Advanced Planning Document (APD) process for the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC Program). These policy changes and/or clarifications should lessen the burden of the current WIC APD process, and are effective immediately.

Please note that the APD Handbook 901 is currently being revised, and is anticipated to be issued in final to all State agencies later in Calendar Year 2007. These important issues will be included in the revised Handbook 901.

Prior Approval Thresholds

Currently, any automation acquisitions with a total project cost of \$25,000 - \$499,999 require a request for prior approval from the WIC State agency to the Regional Office (RO).

The lower end of this threshold will be raised to \$100,000, thus making the new range \$100,000 - \$499,999. This will, in turn, also change the threshold range for "written notification to the RO within 60 days of the expenditure or the contract execution" from \$5,000 - \$24,999 to \$5,000 - \$99,999.

The table below reflects these changes and lists the new approval thresholds for automation acquisitions.

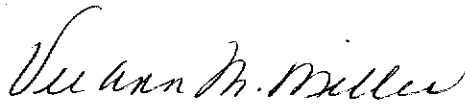
Acquisition Cost	Documents Required from State Agency
\$5,000 to \$99,999	▶ Written notification to the RO within 60 days of the expenditure or the contract execution
\$100,000 to \$499,999	▶ Specific documentation required for FNS prior approval √ Description of Needs √ Explanation of Purchases √ Budget √ Cost Allocation Proposal (if applicable) √ Procurement Documents (e.g., RFPs and contracts)
≥\$500,000	▶ State agency must submit an APD

APD Requirements for Maintenance and Operations (M&O)

There has been some confusion concerning the WIC Program APD requirements as they relate to maintenance and operations activities. This policy memorandum clarifies that an APD is not required for routine hardware and software replacements, upgrades, and/or maintenance and operations activities, regardless of cost.

As is currently required, all significant projects requiring dedication of administrative funds should be included in the State Plan submissions or subsequent amendment for RO review and concurrence.

If you have any questions, please contact Vanessa Head at (303) 844-0331.



for JEAN S. LIEKHUS
Regional Director
Supplemental Nutrition Programs