

Administration Volume
Management Section

State WIC Program Responsibilities (3.01000)

ER# 3.01000

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POLICY: The State WIC program shall direct the overall management of the WIC program.

PROCEDURES:

- A. The State WIC program is responsible for overall program planning, development and evaluation. To do this, the State WIC program:
 1. Develops the annual state plan including budget, goals, objectives and evaluation.
 2. Approves the annual local WIC provider plan including budget, goals, objectives and evaluation through the State WIC program.
 3. Develops and updates program policies and procedures.
 4. Solicits local WIC provider (LWP) input regarding program operations and improvements.
 5. Establishes specific eligibility criteria for participants.
 6. Ensures statewide program availability.
 7. Encourages and establishes program coordination to enhance participant services.
 8. Establishes management evaluation systems to:
 - a. Assess program objectives.
 - b. Assure provision of maximum benefits to participants.
- B. The State WIC program is responsible for overall program administration. To do this, the State WIC program:
 1. Oversees all program operations.
 2. Establishes and maintains the program's organizational structure.
 3. Ensures the availability of sufficient qualified state and LWP staff.
 4. Assures non-discrimination and affirmative action compliance.
 5. Provides approved program forms.
 6. Maintains data systems to provide information and reports for program evaluation and management.
 7. Maintains fair hearing procedures for:
 - a. Participants.
 - b. Vendors.

- c. Local providers.
- C. The State WIC program is responsible for overall LWP program guidance. To do this, the State WIC program:
 1. Provides LWP trainings and in-services to:
 - a. Enhance program knowledge.
 - b. Improve program compliance.
 2. Interprets federal and state regulations through the WIC Operations Manual.
 3. Provides LWP technical assistance and consultation.
 4. Monitors and evaluates LWP program operations.
- D. The State WIC program is responsible for maintaining an overall food delivery system. To do this, the State WIC program:
 1. Contracts with local providers to issue food instruments/cash-value vouchers to participants along with other program benefits.
 2. Contracts with vendors to redeem food instruments/cash-value vouchers.
 3. Ensures vendor program compliance.
 4. Provides for vendor training.
 5. Assures monitoring of vendors for compliance.
 6. Pays vendors for validly redeemed food instruments/cash-value vouchers.
- E. The State WIC program is responsible for maintaining an overall financial management system for the program. To do this, the State WIC program:
 1. Contracts with LWPs to provide program services.
 2. Reimburses the LWP for services provided according to contract and established policies and procedures.
 3. Assures program fiscal management and compliance by the LWP.
 4. Assures LWP accountability for food instruments/cash-value vouchers.
- F. The State WIC program is responsible for investigating and tracking any cases of participant and employee fraud and abuse.
 1. WIC program fraud may include, but is not limited to the following:
 - a. Buying or selling WIC food instruments (FIs), foods or formula or allowing someone else to do so, posting WIC FIs, foods or formula for sale in newspapers or on the internet, giving away WIC FIs, food or formula or altering WIC FIs in any way.
 - b. The intentional conduct of a State, local agency or clinic employee which violates program regulations, policies, or procedures, including misappropriating or altering FIs or cash-value vouchers, entering false or misleading information in case records, or creating case records for fictitious participants.