



## **Policy 310**

### **Contract Process for Local Programs**

June 28, 2018 *(Revised)*

#### **POLICY**

Local WIC programs shall apply for continued funding annually.

#### **PURPOSE**

To ensure that local programs deliver WIC services according to federal and state guidelines.

#### **RELEVANT REGULATIONS**

OAR Division 14 – Conference of Local Health Officials (CLHO) Standards for County and District Health Department

OAR 333-14-050 – Health Department Services

OAR 333-14-060 – Program Plans

#### **OREGON WIC PPM REFERENCES**

- ◆ [400—Local Programs Overview: Responsibilities & Communications](#)

#### **APPENDICES**

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#### **DEFINITIONS**

**State Fiscal Year:** July 1 – June 30

**Federal Fiscal Year:** October 1 – September 30

#### **BACKGROUND**

The contract process is used to describe services and program requirements and to apply for funding for state programs. The Oregon WIC Program receives funds according to the Federal Fiscal Year (FFY).

WIC is a preventative public health nutrition and breastfeeding program under the jurisdiction of the U.S. Department of Agriculture, Food and Nutrition Service (FNS). It is a domestic discretionary program funded annually through the appropriations committee process by grants to each state. FNS provides funding and policy guidance and creates regulations. The FFY is October 1 through September 30. Funding may be provisional during federal budget negotiations and be awarded under continuing resolution.

Grants given to local agencies in July are based on the best estimate of federal funding for the following federal fiscal year and may need to be adjusted based on actual funding received.

## PROCEDURE

### Biennial Plan/Contract Process

- 1.0 Local WIC agencies must apply for continuation of funding biennially based on the State Fiscal Year of July 1 through June 30. This is done through the Contract process used by the Oregon Health Authority's Public Health Division (PHD).

The grant application process ensures that local agencies are providing WIC services in accordance with current federal and state guidelines. The schedule that follows is approximate and may change from year to year.

- 1.1. ***January-February***

State WIC staff projects statewide caseloads, current food and NSA budgets for the upcoming State Fiscal Year.

- 1.2. ***February-March***

PHD mails contract packet to administrators of local programs. State WIC Office finalizes funding to local agencies for the following fiscal year.

- 1.3. ***April-May***

State WIC Office notifies local agencies of the administrative funding level and assigned caseload for the following state fiscal year. Local program staff write an annual budget and other requirements of program element 40, consulting as needed with state WIC staff.

Program elements are approved by or negotiated through the CLHO/PHD program elements process, and local programs will decide how to meet them.

State WIC program notifies local agencies of the funding levels based on funding formula and the resulting caseload assignment.

- 1.4. ***May 1***

Contracts from local programs are due to PHD, with local program administrator signatures included. Local programs may make request for extension to the Office of the State Public Health Director.

- 1.5. ***May-June***

PHD authorities sign the contract.

- 1.6. ***June 30***

Local agencies' WIC budget is due to State WIC office. See the fiscal overview section of the WIC Coordinator Resources at:

<https://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/wic-coord/local-agency-budget-form-blank.xlsx> for budget template and instructions.

- 1.7. ***July 1***

Local programs implement new fiscal year budget.

See Appendix A for explanation of State and Federal Fiscal Year cycles for the Oregon WIC Program.

## Grant Adjustment

- 2.0 Subsequent funding adjustments to local contracts will be made by contract revisions from PHD. A cover memo from PHD will be attached explaining the reason for the contract revision.
  - 2.1. The administrator of the local program signs and forwards the signed contract amendment to PHD.
  - 2.2. PHD signs the officially revised contract/grant adjustment.
- 3.0 Refer to ♦ 400 – Local Program Overview: Responsibilities & Communications for WIC specific assurances or contact PHD's Office of Purchase and Procurement. ★

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alternate format, please call 971-673-0040.

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## POLICY HISTORY

Date	* Revised, Reviewed, Released
7/13/2018	Released

The date located at the top of the policy is the date of the most recent release. Policies are to be implemented on release date and will become compliance findings 6 months from the release date.

**\*Released:** Significant changes made to policy. Release notes can be found in the corresponding document on the [Policy and Procedure Manual page](#).

**Reviewed:** The writer looked at this policy to make sure it was still accurate. Formatting changes may have occurred.

**Revised:** Minor edits or formatting has occurred without need for release. USDA has accepted a policy and watermark is reviewed.

**Date of Origin:** Date policy was initially released

## APPENDIX A

### State Fiscal Year and Federal Year Cycles for Oregon WIC Program

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Appendix A

SFY = State Fiscal Year (July 1 - June 30)

FFY = Federal Fiscal Year (Oct. 1 - Sept. 30)

CY = Calendar Year (Jan. 1 - Dec. 31)

2015 - 2017 Biennium July 1, 2015 - June 30, 2017

