



## Policy 420

### Approval Process for Local Program Policies and Procedures

March 9, 2020

#### POLICY

Local WIC programs shall develop local policies and procedures within the framework of federal rules and regulations, the state WIC Policy and Procedure Manual, and the Oregon WIC state plan.

#### PURPOSE

Local WIC program policies and procedures must meet federal and state requirements, using USDA rules and regulations as a framework.

#### RELEVANT REGULATIONS

7 CFR §246.6(b)—Agreements with local programs

#### OREGON WIC PPM REFERENCES

◆ [615—Income Eligibility: Change in Income](#)

◆ [625—Risk Assessment](#)

◆ [475—Waiting List](#)

#### APPENDICES

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#### PROCEDURE

##### Procedures requiring biennial state review

- 1.0 Local programs must have specific written procedures available for biennial state review. Refer to Appendix A for a list of required local procedures.

##### Procedures requiring state approval before implementation

- 2.0 Certain local program procedures require approval of the state WIC program before implementation. These are listed below:
  - 2.1. Procedures specific to the local program that are more restrictive than state requirements. For example:
    - Requirements for verification of income beyond what is listed in [◆ 615—Income Eligibility: Change in Income](#).
    - Requiring hemoglobin or hematocrit testing more frequently than required in [◆ 625—Risk Assessment](#)
  - 2.2. Procedures specific to the local program that affect applicant/participant eligibility status. For example:
    - Local program waiting list procedures that are in addition to those listed in [◆ 475—Waiting List](#).

- 2.3. Other local program procedures not meeting the criteria cited in 2.0 do not require approval prior to implementation.

**If you need this in large print or an  
alternate format, please call 971-673-0040.**

**This institution is an equal opportunity provider.**

## **POLICY HISTORY**

<b>Date</b>	<b>* Major Revision, Minor revision</b>
3/9/2020	Minor revision

The date located at the top of the policy is the implementation date unless an “effective date” is noted on the policy. Policies will become compliance findings 6 months from the implementation date.

Release notes can be found in the corresponding document on the [Policy and Procedure Manual page](#).

**\*Major Revisions:** Significant content changes made to policy.

**Minor Revisions:** Minor edits, grammatical updates, clarifications, and/or formatting changes have occurred.

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

## APPENDIX A

### Required Local Program Policies and Procedures

To ensure local program compliance with federal and state policies, the following written procedures shall be made available for review by state staff at regularly scheduled monitoring visits:

Required local policy/procedure	For more see:
Procedure for providing WIC services in the home, if applicable.	<a href="#">◆621—Providing WIC Services During Home Visits</a>
High risk protocol: procedure for referring high-risk participants to the WIC RD/Nutritionist	<a href="#">◆661—Appropriate Counseling for Risk Level</a> <a href="#">◆830—Nutrition Counseling and Services for High-Risk Participants</a>
Procedure for using online nutrition education. <b>May combine</b> procedure for both <b>online nutrition education and self-paced lessons into ONE procedure if both options are used by the agency.</b>	<a href="#">◆820— Quarterly Nutrition Education Contacts, sections 4 and 7</a>
Procedure for using self-paced lessons, if applicable. May combine procedure for both self-paced lessons and online nutrition education into ONE procedure if both options are used by the agency.	<a href="#">◆820— Quarterly Nutrition Education Contacts, sections 5 and 7</a>
<i>All BFPC Programs shall have written procedures that include the following, at a minimum:</i> <ul style="list-style-type: none"><li>• BFPC services.</li><li>• Monitoring peer counseling contacts.</li><li>• Referral protocol for lactation issues outside of Peer Counselors' scope of practice.</li><li>• Documenting BFPC contacts.</li><li>• Providing training and support to peer counselors.</li></ul>	<a href="#">◆716— Breastfeeding Peer Counseling (BFPC) Program Requirements</a>