

# **MI-WIC POLICY**

## ***Administration***

### **1.0 Administration**

*Effective Date: 04-15-15*

#### **1.01 Use of Policy and Procedure Manual**

##### **PURPOSE:**

This manual contains the policies and guidance for use by local agencies which administer the Michigan Special Supplemental Nutrition Program for Women, Infants and Children (MDHHS/WIC).

The statements in this manual under the heading of "POLICY" include the Minimum Program Requirements (MPR) for a local agency as stated in the Local Agency Agreement, which are supported by federal regulations, policy memoranda issued by United States Department of Agriculture (USDA), Food and Nutrition Services (FNS) Instructions, FNS WIC Nutrition Services Standards and state and federal law.

The material that appears under the heading "GUIDANCE" includes recommended, but not required, procedures for local agency implementation of the policy. The guidance is the MDHHS/WIC interpretation of how the policy may be implemented. Guidance may include MDHHS/WIC recommended standard procedures, or "best practice", to use in the performance of WIC medical and nutrition screening, breastfeeding and nutrition education, food package selection, and referral activities.

##### **1. Format:**

The policies in the manual are organized according to an overall numerical system. The first number provides chapter designations. Decimal numbers which follow designate specific policies. Example: This policy is 1.01, meaning chapter 1 and policy 01, **1.01 Use of Policy and Procedure Manual**.

Chapter and policy numbers appear in the upper left corner of each page. Page numbers are sequential by policy and indicate the total number of pages for that policy. These are located in the lower right hand corner of each page.

Policies also include an Effective Date in the upper right corner on page 1 of the policy. In cases where additional time may be needed for local agencies to implement a policy, a separate Implementation Date is listed next to the Effective Date.

When an Effective Date is listed alone, the policy must be implemented on this date. For policy requirements associated with MI-WIC functionality, the Effective Date will correlate with the date of the MI-WIC system change (e.g., new authorized foods/food packages). Policies will be posted to the MI-WIC website no later than the Effective Date.

When an Effective Date is listed along with an Implementation Date, the local agency may implement the policy as soon as the Effective Date, but no later than the Implementation Date. The additional time is provided to allow for adequate local agency preparation, including staff training.

Guidance, if applicable, will follow the policy statements within the page numbering system for a specific policy.

Exhibits: Specific exhibits for a policy will follow the policy within the chapter. Exhibits more fully describe elements within Policy and are considered part of the policy.

References may include federal regulations, FNS instructions, USDA policy memoranda, state and federal law and other documents. References are listed at the end of each policy.

Cross references refer to related policies or exhibits within the Policy Manual. Cross-references are also listed at the end of each policy.

## 2. Updates:

Policies are posted to the MDHHS WIC website at [www.michigan.gov/wic](http://www.michigan.gov/wic). With changes, a synopsis of policy revisions will be e-mailed directly to local agency WIC Coordinators. WIC Policy Manuals may be maintained in paper format or accessed electronically.

WIC Coordinators are expected to update all staff and implement policy revisions by the implementation date listed in the Table of Contents document posted to the MDHHS WIC website, [www.michigan.gov/wic](http://www.michigan.gov/wic).

### Reference:

Federal Regulations 246.4 (a) (11)