



5 COORDINATION/INTEGRATION

Effective: 7/1/97

5.9 State and Local WIC Memoranda of Understanding

Revised: 06/01/11

Changes in bold

POLICY: All appropriate staff should be familiar with and implement State **and local** WIC MOUs. The State WIC Office will e-mail new/revised MOUs to local WIC Projects and post them in WICPRO. Other parties involved in MOUs are responsible for distribution to their local grantees, etc. Local WIC projects may develop MOUs with other agencies/programs as needed to improve services to WIC participants.

BACKGROUND: Federal WIC Regulations and USDA policy require MOUs or agreements in order to disclose client information, without written consent, to other public health or welfare programs **as allowed in policy 10.41**. However, MOUs may also be developed for other purposes, as well, e.g., delineation of responsibilities or activities to be conducted.

In general, a Memorandum of Understanding (MOU) is a written document between two or more parties in which they agree to perform certain complementary functions in service of a common goal, while an agreement or contract is a legally binding agreement that imposes an obligation on one party to perform specified duties in return for financial compensation. For policies and procedures pertaining to subcontracting, see the Administration Chapter.

PROCEDURE:

A. INFORM STAFF AND COLLEAGUES OF MOUs

1. Inform or train appropriate WIC staff on the contents of State **and local** MOUs; implement accordingly.
2. Discuss the MOUs with other parties as appropriate to assure consistent implementation.

B. DETERMINE NEED FOR ADDITIONAL MOUs

Determine need for additional MOUs, as appropriate. Use the listing of programs/services available to WIC participants (e.g., the "Summary of Coordination/Integration Methods and Programs/Services for the WIC Population," the Attachment in Policy 5.2) as a starting point for assessing where improvement in services may be accomplished through the development of a local MOU.

C. MOUs FOR DISCLOSING IDENTIFYING INFORMATION

See policy 10.41 Confidentiality.