



Exhibit XXX: Scope of Work
Women, Infants, and Children (WIC) Program
CY2024: January 1, 2024 to December 31, 2024
WIC and Nutrition Section
Bureau of Community Health Promotion
Division of Public Health
Wisconsin Department of Health Services (DHS)
1 West Wilson Street, Room 243, Madison, WI 53701

1. Grant Information

Grant Name	Women, Infants, and Children Program (WIC)
Grant Enrollment, Application, and Reporting System (GEARS) Profile ID	154710 *Tribal Nation Local WIC Agency: 65585
Grant Period	1/1/2024-12/31/2024 - Federal Fiscal Year 2024 (FFY24): 1/1/2024-9/30/2024 - FFY25: 10/1/2024-12/31/2024
Federal Funding Agency & Fund	United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) Nutrition Services and Administration (NSA) Fund
Federal Award Identification Number (FAIN)	TDB (FFY24, FFY25)
Catalog of Federal Domestic Assistance (CFDA) Number	10.557

2. Grant Main Objective and Core Responsibilities

State WIC Office is awarding the WI WIC Grant to the Local WIC Agency to **improve the overall health and nutrition of women, infants, and children through nutrition and breastfeeding assessment and education, referrals to health and social services, and supplemental foods to eligible individuals**. Local WIC Agency will follow all WI WIC policies and procedures as outlined in the WI WIC Operations Manual. The following lists the four (4) core responsibilities of the Local WIC Agency.

2.1 Participation Caseload Management

- 2.1.1 WIC participation means the number of “total participating” on the monthly participation report maintained and monitored by the State WIC Office. It is defined as the number of WIC

participants who receive WIC food benefits for one (1) calendar month, including the number of exclusively breastfed infants.

- 2.1.2 Local WIC Agency will maintain and monitor monthly participation that is at least 95% of the assigned participation caseload.
- 2.1.3 Local WIC Agency will monitor monthly participation counts and participation trends. The contracted participation caseload and associated funding may be adjusted midyear, as needed.
- 2.1.4 Local WIC Agency will establish a detailed WIC outreach plan to reach new WIC participants and collaborate with numerous community partners and providers. Documentation of an outreach log is required.

2.2 Program Administration

- 2.2.1 Local WIC Agency will complete all required administrative tasks by the assigned due dates.
- 2.2.2 Local WIC Agency will attend all state sponsored meetings and trainings.
- 2.2.3 Communication:
 - 2.2.3.1 Local WIC Agency is responsible for the contents provided in the weekly WI WIC Friday Morning Report (FMR) and sharing pertinent information with Local WIC Agency WIC staff.
 - 2.2.3.2 Responds to State WIC Office staff communications (emails, etc.) within a timely manner or required time frames.
 - 2.2.3.3 Communicates with assigned Regional Consultant (RC) staff for technical assistance. Local WIC Agency WIC Director initiates the communication or is copied/made aware.
- 2.2.4 Program Information Materials (PIM) are revised and uploaded by the set annual due date.
- 2.2.5 *Separation of Duties* file reviews are completed every two (2) weeks, as required according to Local WIC Agency policy.
- 2.2.6 Local WIC Agency will complete annual Competent Professional Authority (CPA) and Breastfeeding Peer Counseling (BFPC) file reviews and observations of all Local WIC Agency WIC staff using a standardized tool.
- 2.2.7 Management Evaluation (ME):
 - 2.2.7.1 Required documents are provided/uploaded at least two (2) weeks prior to the scheduled ME.
 - 2.2.7.2 The corrective actions identified in the most recent ME report will be corrected within six (6) months after receipt of the ME Report.
- 2.2.8 Dual participation is reconciled and documented monthly in the Participant Integrity Reporting area of WICShare.
- 2.2.9 Claims of fraud/misuse are investigated and documented in the Participant Integrity Reporting area of WICShare as they occur.
- 2.2.10 Nutrition Services Plan activities are completed according to required timeframe.

2.3 Client Services, Nutrition Education, and Breastfeeding Promotion and Support

- 2.3.1 Establish a clinic environment that demonstrates respect and use person-centered services in all interactions.
- 2.3.2 Utilize the Value Enhanced Nutrition Assessment (VENA) approach to collect health and diet information and accurately assign risks.
- 2.3.3 Provide appropriate nutrition education and counseling, including breastfeeding promotion and support, to participants to achieve optimal health outcomes.
- 2.3.4 Provide appropriate referrals to health and public assistance programs to help meet

participants' needs.

2.3.5 Tailor and issue food packages according to policy.

2.3.6 Document nutrition and breastfeeding services according to policy, ensuring care plans are completed within twenty-four (24) hours of the visit.

2.4 Fiscal Management

2.4.1 Local WIC Agency must submit a BUDGET by the assigned due date for each funding allocation year.

2.4.1.1 BUDGET will be reviewed by the designated RC and approved by the State WIC Office.

2.4.1.2 Cost deviation increases from approved BUDGET in excess of 10% of any categorical expense item will require a corrected version of the BUDGET to be re-submitted.

2.4.2 Local WIC Agency must submit a monthly WIC Expenditure Report to the State WIC Office on actual expenses (expended or incurred) for the month submitting the report.

2.4.2.1 Allowable and unallowable costs are stated in the WI WIC Operational Manual Section 11.

2.4.2.2 Due date to make the cutoff for the GEARS payment processing upload each month is by the 10th (if the 10th falls on a holiday or weekend, the due date is extended to the next working day until 12pm).

2.4.2.3 WIC funding is on the FFY period and so the September WIC Expenditure Report is due by November 10 each funding allocation year. No expenses from January through September will be adjustable after this date.

2.4.2.4 December WIC Expenditure Report is due within forty-five (45) days from the last date of the grant (December 31) according to the contract details.

2.4.3 State WIC Office is required to spend 17% of the total USDA FNS NSA funding for Nutrition Education and 2% for Breastfeeding Promotion and Support. Therefore, Local WIC Agency should budget and expend approximately the same percentages to meet these requirements.

3. Grant Funding Allocation Usage and Reimbursement Procedure

Local WIC Agency may use the awarded grant funding allocation to achieve the main objective and its core responsibilities as outlined in this Scope of Work (SOW). Grant funding allocation is contingent of awarded funds from USDA FNS each FFY. Local WIC Agency may request reimbursement only for expenses incurred for the grant on a monthly basis by submitting the WIC Expenditure Report Workbook template to the State WIC Office by email to DHSWICFISCALCARS@dhs.wisconsin.gov.

4. Reference: Acronyms Used in Document

Below is a list of acronyms in alphabetical order used in this Exhibit 1 SOW document:

BFPC	Breastfeeding Peer Counseling
CFDA	Catalog of Federal Domestic Assistance
CPA	Competent Professional Authority
DHS	Wisconsin Department of Health Services
FAIN	Federal Award Identification Number
FFY	Federal Fiscal Year

FMR	Friday Morning Report
FNS	Food and Nutrition Service
GEARS	Grant Enrollment, Application, and Reporting System
ME	Management Evaluation
PIM	Program Information Materials
RC	Regional Consultant
SOW	Scope of Work
USDA	United States Department of Agriculture
VENA	Value Enhanced Nutrition Assessment
WI	Wisconsin
WIC	Women, Infants, and Children Program