

Year 2022 Template Objectives for Women Infants Children Supplemental Nutrition

Legend

A Objective Statment	D Input Activities	G For your Information
B Deliverable	E Base Line for Measurement	
C Context	F Data Source for Measurement	

1.

- A. Template Objective 1
Caseload Management:
During the contract budget period of January 1, 2022 through December 31, 2022, the contracted WIC agency will maintain monthly participation that is at least 95% of the assigned caseload.
- B. a) Local WIC agency will monitor monthly participation counts and participation trends. The contracted caseload and associated funding may be adjusted midyear, as needed.
b) Local WIC agency will complete an outreach plan to provide program outreach to community partners and providers and document on the outreach log.
- C. Policies and Procedures as outlined in the Wisconsin WIC Operations Manual
- C.
- D. WIC participation means the number of "total participating" on the monthly participation report maintained and monitored by the State WIC Program Office. It is defined as the number of WIC participants who receive WIC food benefits for one calendar month, including the number of exclusively breastfed infants.
- E.
- F. WIC reports and state office tracking
- G.

2.

- A. Template Objective 2
Administration:
During the contract budget period of January 1, 2022 through December 31, 2022, the contracted WIC agency will complete all of the following required administrative tasks by assigned deadlines:
- B. a) By December 31, 2022 all state sponsored meetings and trainings will be attended by the target local WIC project staff.
b) Communications:
 - a. Local WIC agency is responsible for reading the weekly FMR and sharing pertinent FMR information with affected staff.
 - b. Responds to State Office staff communications (emails, etc) within a timely manner or required time frames.
 - c. Local agency staff communicate with assigned regional consultant for technical assistance. WIC Director initiates the communication or is copied/made aware.
- c) Program Information Materials (PIM) are revised and uploaded by annual deadline.
- d) Separation of Duties file reviews are completed every two weeks, as required according to local agency policy.
- e) Local agencies will complete annual CPA/BFPC file reviews and observations of all WIC staff using a standardized tool.
- f) Management Evaluations (ME):
 - a. Required documents are provided/uploaded at least two weeks prior to scheduled ME.
 - b. The corrective actions identified in the most recent ME report will be corrected by six months after receipt of the ME Report.
- g) Dual participation is reconciled and documented monthly on Participant Integrity Log.
- h) Claims of fraud/misuse are investigated and documented on the Participant Integrity Log as they occur.
- i) Nutrition Services Plan activities are completed according to required timeframe.
- C. Policies and Procedures as outlined in the Wisconsin WIC Operations Manual
- C.
- D.
- E.

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F. WIC reports and state office tracking

G.

3.

A. Template Objective 3

Fiscal Management:

During the contract budget period of January 1, 2022 through December 31, 2022, the contracted WIC agency will complete all the following required fiscal tasks:

- B. a) Local agencies must submit timely Community Aids Reporting System (CARS) expenses to the State WIC Office. Reports are due monthly by the 5th or the 20th, and must be submitted to DHSWICFISCAL@dhs.wisconsin.gov. Final reports are due no later than 45 days from the end of the contract period on December 31, 2022.
- b) Local agencies must submit a budget and agency cost allocation plan by assigned deadline.
- c) Cost deviation increases from approved budgets in excess of 10% of any categorical item will require submission of a new budget. Categorical Items: Salary, Fringe, Direct Costs, Indirect/AMSO.
- d) Cost deviation increases from AMSO and Indirect costs allocated in the current approved budget in excess of 10% will require submission of a new budget and new agency cost allocation plan.
- e) CARS expenses must be submitted as actual monthly expenses (consistently either paid or incurred) and these expenses should trend with the approved budget.
- f) The WIC Director is responsible for the budget and CARS expenses. At minimum, the WIC Director provides oversight of the budget and CARS expenses, ensuring that WIC fiscal policies are followed and shared with individuals completing fiscal tasks.

C. Policies and Procedures as outlined in the Wisconsin WIC Operations Manual

C.

D.

E.

F. WIC reports and state office tracking

G.

4.

A. Template Objective 4

Nutrition and Breastfeeding services:

During the contract budget period of January 1, 2022 through December 31, 2022, the contracted WIC agency will complete all the following required nutrition and breastfeeding services:

- B. a) VENA approach is utilized, incorporating Person Centered Services
 - a. Completes assessment and accurate assignment of risk codes.
 - b. Provides appropriate nutrition education /counseling.
- b) All care plans are documented within 24 hours, best practice.
- c) Secondary education is offered and documented on a quarterly basis.
- d) Breastfeeding support is offered and documented prenatally and within 7 days postpartum.
- e) Food packages are assigned and tailored according to policy.

C. Policies and Procedures as outlined in the Wisconsin WIC Operations Manual

C.

D.

E.

F. WIC reports and state office tracking

G.

5.

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- A. Template Objective 5
State assigned special projects or grant funded special projects
- B. a) Local agency is providing quality WIC services and meeting scope of work in order to be considered for additional projects/grants.
b) All deliverables and contract/grant requirements of special projects are met.
- C. Policies and Procedures as outlined in the Wisconsin WIC Operations Manual
- C.
- D.
- E.
- F. WIC reports and state office tracking
- G.