

# New WIC Coordinator Training

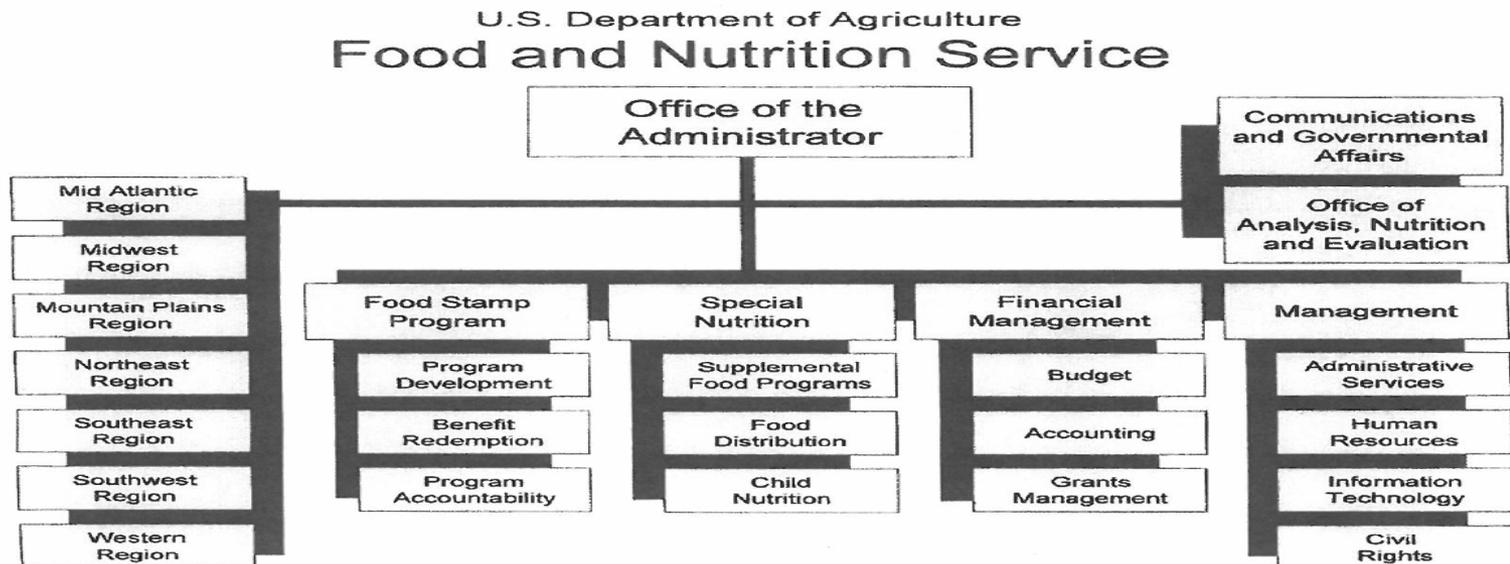
Kathleen Wayne, MS RD LD  
Family Nutrition Programs Manager

# Topics

- ▶ USDA/State Org Charts
  - ▶ Grant Allocations
  - ▶ Budget--- allowable / non-allowable costs
  - ▶ IT Helpdesk
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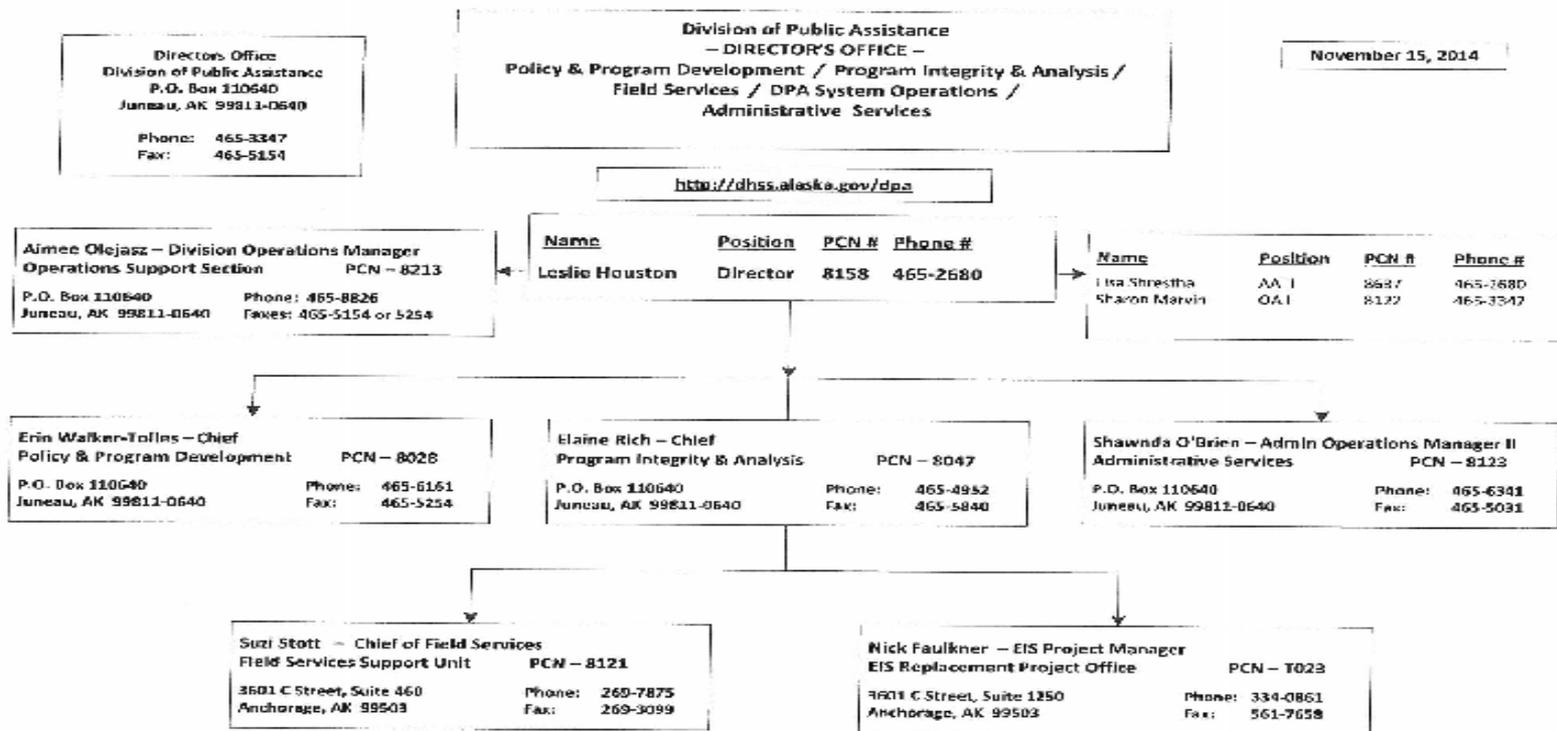
# USDA—Food and Nutrition Services

## USDA Food & Nutrition Services (FNS)

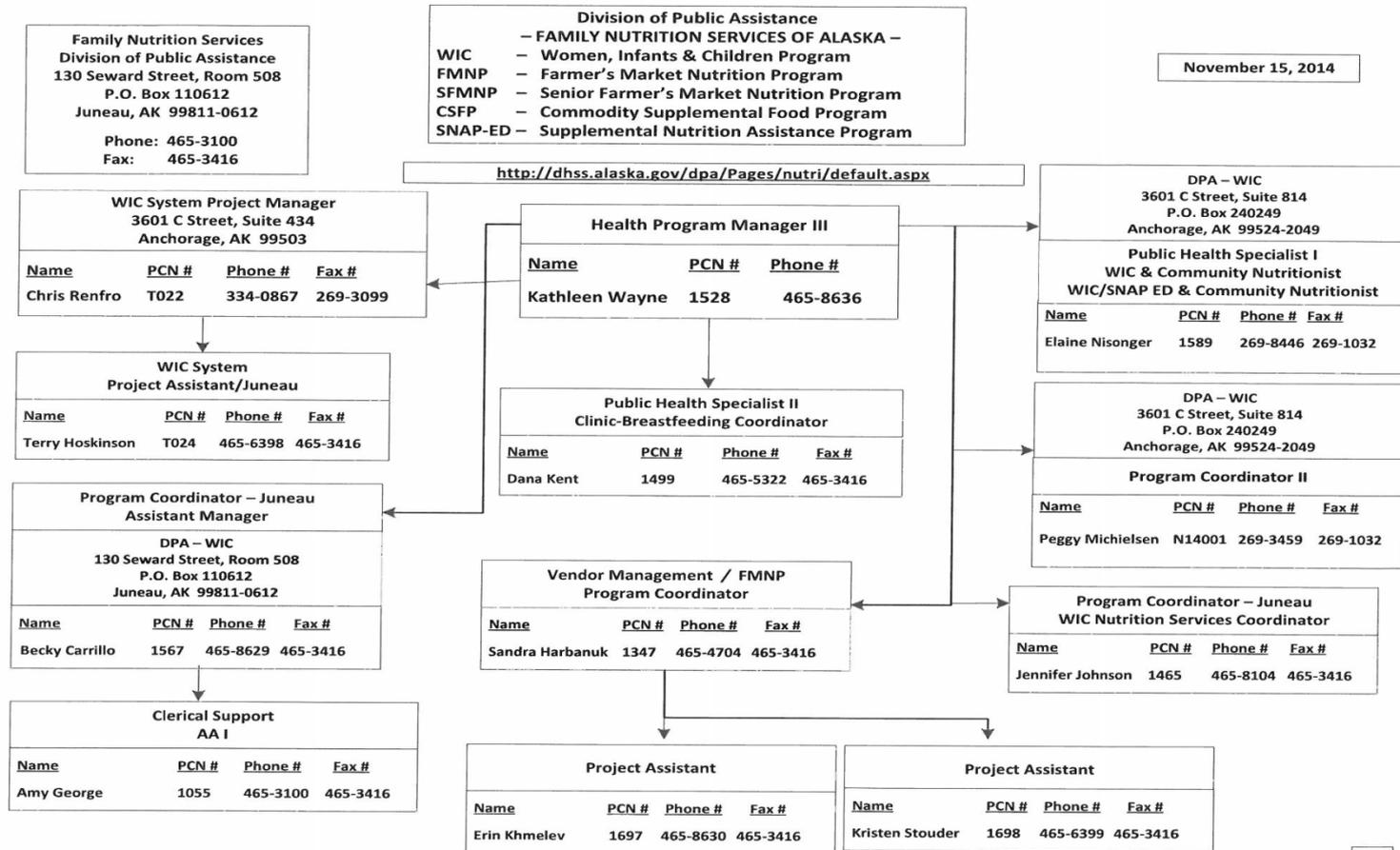


Aug. 10, 2005

# State of Alaska—Health and Social Services



# Family Nutrition Services/WIC



# Results Based Budgeting

January-July 2015  
Vol. VII, Issue I

## Streamline

Department of Health & Social Services Grantee Partnership Project, Phase II

### Desired Results

As a team of professionals, realign the department and grantee's efforts toward our shared goals of providing high quality services to Alaskans efficiently and effectively.

### Overall Project Objective & Goals

The overall goal of this project is to increase the efficiency and effectiveness of DHSS grant-making processes in order to:

- reduce administrative burden for DHSS while ensuring adequate fiduciary control;
- increase grantee/customer satisfaction;
- reduce the administrative burden for grantees to interface with the State; and
- coordinate with grantee partners to identify outcome of success and methods of service delivery to Alaska citizens.

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### Project Director

William J. Straub  
Commissioner



- ▶ Desired Results:
- ▶ As a team of professionals, the Dept. and grantee's efforts toward our shared goals of providing high quality services to Alaskans efficiently and effectively.

## FY2015 Performance Measures Update

By Ree Sailors, Deputy Commissioner

In fiscal year 2015, the department implemented a results-based management framework which led to:

- a refinement of overarching priorities
- the development of core service areas and agency performance measures
- the alignment of division-level performance measures

This process set in motion an agency-wide shift in how DHSS measures the impact on the health and well-being of Alaskan individuals, families and communities. With this shift, it is the intent of the department to deliver quality service (effectiveness) while making the best use of public resources (efficiency). At an agency glance, this framework allows department-level measures to cascade to divisions and division measures to more strategically align upward toward meaningful outcomes.

DHSS departmental priorities are:

- Health and Wellness Across the Lifespan
- Health Care Access, Delivery and Value
- Safe and Responsible Individuals, Families and Communities

The department is now in a position to expand this management framework to include our partners. As you are aware, all fiscal year 2014 DHSS grant agreements were issued with a specific special condition regarding grantee performance measures. It stated that by the end of the first quarter performance measures would be identified. Recent analysis of the department's progress

on Results Based Accountability (RBA) and Results Based Budgeting (RBB) determined fiscal year 2014 would be better suited as a preparatory year with full implementation in fiscal year 2015. The new timeline is as follows:

- **FY14 Quarter 1 and 2:** Establish an internal DHSS working group of division program managers to increase understanding of the results-based management framework and align Logic Models with the framework. Train all program managers on this model and how it applies specifically to their grant programs.

*Continued on page 3*

# WIC Policy—Grant Allocation



## Alaska WIC Policy

Policy Title	ALLOCATION OF FUNDS	Item	ALLOCATION OF FUNDS
Policy Number	NSAE 2.0	Effective Date	June 30, 2012 (re-formatted)

### Purpose

To describe how federal funding is provided to the State WIC Office, and in turn awarded to Local Agencies who then provide benefits to WIC Participants.

### Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart E- State Agency Provisions- Distribution of Funds
  - 246.16(a)(1-6) and 246.16(b) through (c)(4)
    - page 425-429

### Policy

#### Allocation of Funds

Funding for the Alaska WIC program is provided by the United States Department of Agriculture (USDA) to the State of Alaska as a food grant and a Nutrition Services and Administration (NSA) grant. The State WIC Office administers food funds. Local Agencies are awarded NSA funding through annual grants. The Department of Health and Social Services awards WIC funds through a Grant Agreement (GA) upon approval of an agency's grant application. Local Agencies apply for grant funding via a Request for Proposal or through a Request for Application in continuing years of a multi-year procurement process.

Grantees shall meet the Performance Standard listed on the funding formula spreadsheet for their agency. If the Performance Standard is not met and maintained, after a term of six months, grant funding may be reduced in proportion to the actual caseload currently served.

# Mid-Year Grant Reallocation



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

**Department of  
Health and Social Services**

DIVISION OF PUBLIC ASSISTANCE  
Family Nutrition Programs

P.O. Box 110612  
Juneau, Alaska 99811-0612  
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Fax: 907-465-3416

## MEMORANDUM

All LA Memo 15-03

DATE: September 5, 2014

Action:

TO: X-LA Coordinators

Information:

FROM: Kathleen Wayne, RD, MS, LD  
Family Nutrition Programs Manager

Policy:

SUBJECT: WIC Caseload Performance Standards and Grant Funding

As of January 19, 2015, the state will determine WIC grant funding twice annually (January and July) and funding will be dependent on the average active caseload from the prior 6 months. Grantees can expect to have their funding increased or decreased based on their active caseload as compared to their assigned caseload performance standard. This policy change is in compliance with the department's SY 15 implementation of a Result Based Management framework to ensure the delivery of quality services (effectiveness) while making the best use of public resources (efficiency).

In order to keep WIC grantees informed of their caseload performance and other grant compliance requirements, the state WIC Program Office will issue quarterly reports to grantees to verify program data, ensure grantees are informed of any concern by the WIC Program Office, and to quickly resolve any data or program compliance discrepancy.

# Funding Formula

75% NSA = \$5,000,000

Ave Caseload= 24,000

Statewide Average= \$249/client

Urban= -5% \$237      Remote= + 15% \$287      Mixed= \$249

Agency Urban/Rural/ Mixed	caseload	Direct Service Funds	travel	Grant
Urban	8000	\$1,896,000		\$1,896,000
Remote	8000	\$2,296,000	\$	\$2,296,000
Mixed	8000	\$1,992,000	\$	\$1,992,000
total		\$6,184,000		\$6,184,000

# Budget



## Alaska WIC Policy

<b>Policy Title</b>	<b>LOCAL AGENCY BUDGET MANAGEMENT</b>	<b>Item</b>	<b>LOCAL AGENCY BUDGET MANAGEMENT</b>
<b>Policy Number</b>	NSAE 4.0	<b>Effective Date</b>	June 30, 2012 (re-formatted)

### Purpose

To describe the required steps that a Local Agency must take when preparing, submitting and maintaining their WIC budget and financial reports to the State WIC Office.

### Authority

State of Alaska eGrants system

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B- State and Local Agency Eligibility- Agreements with Local Agencies
  - 246.6(b)(8)
    - page 365

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart E- State Agency Provisions- Financial Management Systems
  - 246.13(b)
    - page 421

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart E- State Agency Provisions- Financial Management Systems
  - 246.13(j)
    - page 422

Alaska Administrative Code: 7 AAC 78

### Policy

#### Local Agency Budget Management

Local Agencies are required to prepare and submit an annual budget as part of their application for a Grant Agreement with the Alaska Department of Health and Social Services. In the area of budget management, Local Agencies are responsible for all financial, audit, records management, and retention requirements identified in 7 AAC 78, as well as the provisions of the Grant Agreement, which include, but are not limited to:

- Maintenance of records which adequately identify the source and use of funds for program activities.
- Implementation of procedures which ensure prompt and accurate billing for allowable costs.

# Budget

- ▶ Local Agencies:
  - Prepare and submit annual budget
  - Maintain source documents and program activity records
  - Ensure prompt and accurate billing for allowable costs
  - Follow fiscally responsible accounting procedures
  - Use 25% of grant by ending 1<sup>st</sup> Quarter—cannot spend more than 75% of funding during Qtrs 2–4
  - Submit monthly expenditures through Cumulative Fiscal Reports (CFRs)

# Budget

- ▶ LIBR—Line Item Budget Revisions required when line item changes by 20% or \$50K
  - ▶ Funding Changes—increases/decreases go through funding formula
  - ▶ Attendance at meetings—quarterly teleconferences or face-to-face meetings
  - ▶ Purchasing supplies for other LAs—allowable with State approval and LIBR
- 

# Allowable Costs



## Alaska WIC Policy

Policy Title	ALLOWABLE LOCAL AGENCY COSTS	Item	ALLOWABLE LOCAL AGENCY COSTS
Policy Number	NSAE 4.1	Effective Date	June 30, 2012 (re-formatted)

### Purpose

To list the specific costs that are allowed and considered necessary costs for fulfilling WIC Program objectives.

### Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart E- State Agency Provisions- Program Costs
  - 246.14(a)(1) through (f)
    - page 422-424

Alaska Administrative Code: 7 AAC 78.160

### Policy

#### Allowable Local Agency Costs

Costs necessary for the fulfillment of program objectives are considered allowable costs. They are operational or administrative costs, direct and indirect, as defined by OMB Circular A-133 and may be further restricted by the provisions of 7 AAC 78 as well as other specific conditions of grant award.

Specific allowable costs include:

- The cost of nutrition education. During each fiscal year 1/6 or approximately 17 percent of the funds expended for NSA costs must be used for nutrition education. Costs which can be applied to the one-sixth minimum amount are:
  - Salary and other costs for time spent on nutrition education consultations, whether with an individual or group.
  - Procuring and producing nutrition education materials including handouts, DVDs/CDs, thumb drives, food models or other teaching aids, and mailing nutrition education materials to participants. This also includes equipment such as kiosks, video conferencing tools, TV/DVD players, etc.
  - Training nutrition educators, including costs related to conducting training sessions and purchasing and producing training materials.
  - Conducting evaluations of nutrition education, including contractor involvement and time spent in the design of data collection forms and compilation and analysis of data.
  - Salary and other costs incurred in developing and evaluating Local Agency nutrition education plans.
  - Monitoring nutrition education, including related travel costs.

# Allowable Costs—continued

- ▶ Nutrition Education—1 / 6 or 17% of grant
  - Salary
  - Nutrition materials
  - Training and travel
  - Evaluation
- ▶ Interpreter Services
- ▶ Outreach
- ▶ Equipment
  - MICR printer cartridges
- ▶ Certification
  - Laboratory fees, supplies

# Non-Allowable Costs

- ▶ Employee housing subsidies
  - ▶ Employee severance pay
  - ▶ Out of state travel not approved by State WIC
  - ▶ Professional memberships to ADA/CDR
  - ▶ Employee accrual leave
  - ▶ Hiring incentives
- 

# IT Helpdesk

- ▶ AKWIC System
  - ▶ 907-334-4900 or HelpDesk (HSS sponsored)  
[wicspirithelpdesk@alaska.gov](mailto:wicspirithelpdesk@alaska.gov)
- ▶ SPIRIT
  - Covered by Chris Renfro and Terry Hoskinson

**Questions?**