

Local Agency Report Schedule
WIC LOCAL AGENCY REPORT SCHEDULE

Month	Date Due	Date Sent	Title of Report- Reports are submitted into GEMS unless indicated otherwise
January			
	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report
	31 st		WIC Quarterly Narrative, Logic Model (LM), Results Based Budgeting (RBB) & Vendor Reports
February			
	15 th		Inventory Reports: Computer equipment and other WIC Equipment
	28 th		Time Study Summary Report
	30 th		WIC Program Expenditure Report
March	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report
April			
	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report
	30 th		WIC Quarterly Narrative, Logic Model (LM), Results Based Budgeting (RBB) & Vendor Reports
	30 th		Annual Survey Results (paper)
May			
	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report
June	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report
July			
	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report
	31 st		WIC Quarterly Narrative, Logic Model (LM), Results Based Budgeting (RBB) & Vendor Reports
August			
	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report
September	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report
October			
	30 th		WIC Program Expenditure Report

	30 th		Time Study Summary Report
	31 st		WIC Quarterly Narrative, Logic Model (LM), Results Based Budgeting (RBB) & Vendor Reports
November			
	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report
December	30 th		WIC Program Expenditure Report
	30 th		Time Study Summary Report