



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

**Department of
Health and Social Services**

DIVISION OF PUBLIC ASSISTANCE
Family Nutrition Programs

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All LA Memo Clinic Operations 13-06

DATE: January 10, 2013 Action: X
TO: X- LA Coordinators Information: X
X-LA Satellite Clinics Policy: X
FROM: Kathleen Wayne MS, RD, LD *KW*
FNP Program Director
SUBJECT: Meeting 25% Expenditure during the First Quarter of the Fiscal Year

The Alaska state WIC Program receives federal funding each year on October 1. However, the state fiscal year starts July 1; therefore, WIC Grants are paid from two federal funding sources. The State strives to ensure all federal funds are spent according to the appropriate federal fiscal year; however, we realize that long-term staffing vacancies can prevent Local Agencies from attaining the 25% requirements. Therefore, the State has revised the following grantee spending procedures:

- a) WIC grantees must obligate 25% of the FY grant award between July 1 and September 30th.
- b) If 25% of the current FY grant award is not obligated in the first quarter (July 1 to September 30th) it will not be reduced from the FY grant award as the State WIC office will offset the under expenditure with new federal fiscal year funding. This will happen at the state office and grantees will not see a difference in their total grant if they do not meet the 25% spending requirement in the first quarter.
- c) Local WIC agencies not meeting their 25% expenditures in the first quarter will be expected to submit an addendum to their budget detailing how the remaining funding will be spent and submit a LIBR if needed.
- d) State WIC staff will continue to monitor LA for meeting the benchmark of 25% expenditure during the first quarter. This will be reflected in the agency annual grant performance report and the biannual Management Evaluations.

The State will accept amended Cumulative Fiscal Reports (CFR) for July, August, and September 2012 until November 30, 2012. Grantees must ensure that expenses are reported against the month's CFR in which they were incurred.

Please contact Dana Kent at 465-5322 or Kim Ridle at 465-4823 if you have any questions concerning this memo.