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FW: October 17 WIC Update  
Making Your Own Baby Food.pdf; Stock Request Form (3).pdf; LA memo 14-04 Warrant tracking form.doc; LA Memo 14-04  
Warrant tracking.pdf; Policy\_ Procedure Change\_table 9.19.13.pdf

Hi Everyone,

I'm sure everyone is aware that the federal shutdown is temporarily over and WIC state agencies will remain open for the foreseeable future. As we hear more about sequestration and the final FFY 14 budget, we will share any new information. Thank you for your advocacy in educating our public and program partners that WIC services remained open during the shutdown. We appreciate your constant dedication to serving Alaskan families even during times of funding uncertainties. Please also know that our division leaders were actively identifying available funding to continue WIC administrative services and food benefit issuance into November. We are so very blessed to have such excellent WIC champions.

The WIC Program Offices will be closed on October 18<sup>th</sup> in observance of Alaska Day. The state SPIRIT Help Desk will also be closed that day. Muni/Norton Sound WIC clinics can call Bobbi Walker at 406-202-2287 for help only if your SPIRIT Superuser cannot solve your question.

Take care,  
Kathleen

1. LA Memo 14-04 Warrant Stock Paper---Please see attached LA Memo 14-04 for updated policies on warrant paper ordering, disposal, and tracking. Please contact Kathleen Wayne if you have questions 465-8636.

2. INFANT FOODS FOR CHILDREN WITH ENPRs

It was recently discovered that children requiring infant foods as part of their food package must have prior approval from the USDA before they can be issued. Please send any ENPRs for children with this request to Jennifer Johnson ([Jennifer.johnson@alaska.gov](mailto:Jennifer.johnson@alaska.gov)) and she in turn will forward them on to the USDA. The process is outlined below for whether you are currently on SPIRIT or AKWIC.

On SPIRIT:

We are in the process of requesting a SPIRIT update to accommodate the substitution of infant foods in place of the FVV. If you are currently on SPIRIT, request parents make their own pureed fruits and vegetables until the system allows the substitution. Please forward your ENPRs for the request to the state office. After this, the USDA will need to be involved in the approval for each child. Attached is a handout on making baby foods. In addition pureed squash and applesauce are available and can be purchased with the FVV.

On AKWIC:

If you are not on SPIRIT yet, send your ENPR to Jennifer Johnson at [Jennifer.johnson@alaska.gov](mailto:Jennifer.johnson@alaska.gov). Jennifer will contact the USDA after reviewing the ENPR for appropriateness and notify you of the USDA's decision. Please note that the USDA is currently on furlough status and the process could take a while.

3. Jennifer is out of the office starting Thursday, October 17 – October 25. If you need assistance with this process during Jennifer's absence, forward requests to Dana Kent at [dana.kent@alaska.gov](mailto:dana.kent@alaska.gov) or 465-5322.
4. TEAM SPIRIT Testimonies- Krista Jordan, Muni---JBER WIC Program  
I am really starting to "get" the new Spirit system. At first it seemed complicated, but within 3-4 days of use it was already easier. I think everyone is going to love how easy it is to "reinstate certification", complete VOCs (both incoming and outgoing), enter ENPRs, and transfer clients from clinic to clinic. The guided script gets quicker with practice and I think what I love the most is that I don't have a huge pile of charts on my desk at the end of the day! Charting is completed during the appointment! With patience and time, it won't be long before we can do Spirit with our eyes closed!
5. New State Staff in Grants & Contracts: There has been a recent staffing change at Grants and Contracts (G & C). Kim Ridle retired from state service and is no longer the WIC contact. The current WIC G & C contact is Britten Burkhouse at 465-4938 and email [britten.burkhouse@alaska.gov](mailto:britten.burkhouse@alaska.gov). Please remember to email Britten reports such as Time Studies and Quarterly Report. Britten has worked with WIC in the past and is very knowledgeable about all things WIC. Notifying your finance person of this change would be greatly appreciated. If you have any questions contact Dana Kent at 465-5322 or [dana.kent@alaska.gov](mailto:dana.kent@alaska.gov).
6. Approved FY 14 State Plan---The SFY 14 State Plan has been approved and the attached Change Table outlines the pages where the changes can be found in each chapter. The Policy chapters will be updated on the website next week. You can anticipate more changes to the Policy and Procedure manual in the future as we identify policy changes needed for SPIRIT implementation. If you have questions please contact Dana Kent at 465-5322 or [dana.kent@alaska.gov](mailto:dana.kent@alaska.gov).



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THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

Department of  
Health and Social Services

DIVISION OF PUBLIC ASSISTANCE  
Family Nutrition Programs  
Juneau

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Juneau, Alaska 99811-0612  
Main: 907.465-3100  
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Memorandum

LA Memo 14-04

DATE: October 17, 2013 Action: X  
Information: X  
TO: X-LA Coordinators Policy: X  
X-LA Satellite Clinics  
FROM: Kathleen Wayne *KW*  
FNP Program Director  
SUBJECT: Revised LA Memo 08-08

This memorandum replaces LA Memo 08-08 regarding the process to track WIC warrant stock and provides additional instruction on how to destroy, order, and track WIC warrant stock.

Under the Alaska SPIRIT MIS system, the WIC Program will have a new banking contractor, Solutran, who will also provide warrant stock directly to local agencies.

**Criteria**

Under the Alaska Administrative Manual 38.110 Warrant Stock Control (01-06)

Blank warrant stock must always be kept in a locked facility. Every piece of warrant stock must be accounted for, whether it is blank, printed, spoiled, or mutilated. Internal controls require that blank stock never be in the custody of a single individual. Spoiled and mutilated warrant stock must be destroyed with a confidential burn or by shredding.

The state uses numerous types of warrants, depending on the issuing agency and type of payment. The Division of Finance stores warrant stock for warrants that are printed in Juneau in the State Office Building vault. The maintenance of warrant stock includes storage in a secured, temperature-controlled location, release of stock upon proper request by the appropriate agency, and strict control of all stock used. Blank stock should always be handled by a minimum of two employees. The division performs a monthly inventory

and notifies agencies of monthly stock usage and amount of stock left on hand. Owners of warrant stock are responsible for ordering new stock as necessary and complying with appropriate warrant specifications. Field warrant stock controls are addressed in AAM 38.150.

[http://dhss.alaska.gov/dpa/Documents/dpa/programs/nutri/downloads/Admin/PolicyandProcedures/AdminPandP\\_Ch4.pdf](http://dhss.alaska.gov/dpa/Documents/dpa/programs/nutri/downloads/Admin/PolicyandProcedures/AdminPandP_Ch4.pdf)

### **Alaska WIC Policies:**

#### **Disposal of Old, Spoiled, or Mutilated Warrant Stock:**

Local Agencies are required to dispose of warrant stock by shredding or a confidential burn. Local Agencies must keep a record of the warrant stock numbers destroyed and make copies of these records available for audit purposes. Please check with the WIC State Office prior to destroying usable warrant stock in case it can be shipped to another clinic. Follow procedures in the Policy and Procedure Manual for warrant accountability and control, as well as the specific forms used for shipment of blank warrant stock.

#### **Ordering Warrant Stock under Solutran:**

Local Agencies must determine the amount of check stock required for their agencies on a quarterly basis. To order WIC check stock, contact the WIC Program Office at 907-465-3100 or the WIC Administrative Assistant, which is currently Amy George [Amy.George@alaska.gov](mailto:Amy.George@alaska.gov).

#### **Warrant Stock Tracking:**

##### **The process to track WIC warrant stock will now be:**

- Bundles or boxes of state warrant stock paper should be assigned to an individual printer
- Grantees may track warrant numbers from highest to lowest
- Any blank warrant sheets should be added at the end of the day

#### **Stock Check Number Policy:**

Local Agencies are required to track WIC warrant stock on a daily basis. At the beginning and the end of each day, write down the beginning and ending warrant stock numbers on the attached form. Staff should initial

after each column. This process will monitor warrant paper usage. WIC Coordinators should review this report periodically to identify unusual trends that would identify and prevent fraud or abuse.

A form is required for each printer. Warrant paper may be left in the locked draw of the MICR printers, but all other warrant paper must be secured in a locked cabinet.

# Storing Baby Food

## • To Refrigerate

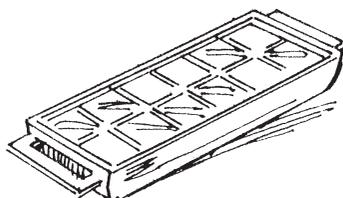
Put food in clean container



Keep in refrigerator no longer than 3 days

## • To Freeze

1. Pour prepared baby food into clean ice cube tray or small container.



2. Cover with plastic wrap, lid or aluminum foil.

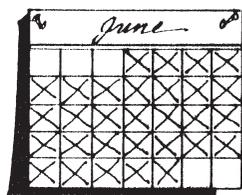
3. Freeze until solid.

4. When frozen, remove food from container, place in plastic bag. Label and date the bag.



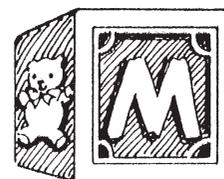
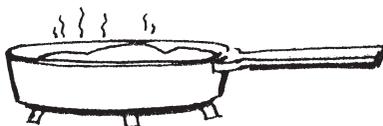
Seal tightly

5. Keep in freezer no longer than one month.



## • To Use

Thaw a portion of baby food in refrigerator or heat in a pan.



# Making Your Own Baby Food



This institution is an equal opportunity provider.

For the nearest WIC office, call toll free: 1-888-WIC-WORKS (1-888-942-9675).

Developed by the California WIC Program  
California Department of Public Health

Arnold Schwarzenegger, Governor, State of California

Kimberly Belshé, Secretary, California Health and Human Services Agency

Mark B. Horton, MD MSPH, Director, California Department of Public Health



## Getting Ready

1. You will need



Fine mesh strainer  
in  
good condition

or



Baby food  
Grinder

or

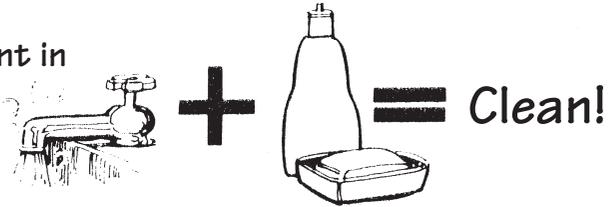


Blender

2. Cleanliness is a must to keep baby's food safe.

3. Before starting, wash hands and equipment in hot soapy water.

4. Rinse equipment in hot water, then air dry.



## Ideas for Baby Foods

| Vegetables   | Fruits                                 | Protein Foods                       |
|--|--|-------------------------------------|
| Carrots  | Apples                                 | Lean Beef or Pork                   |
| Greens   | Apricots                               | Chicken or Turkey                   |
| Green Beans  | Bananas                                | (without skin)                      |
| Green Peas   | Melon                                  | Liver                               |
| Potatoes   | Peaches                                | Cooked Beans/Peas                   |
| Squash   | Pears                                  | Cooked Egg Yolk                     |
| Sweet Potatoes   | Plums                                  | Fish (without bones)                |
|  | Prunes                                 |                                     |
| Steam vegetables in small amount of water for a short time until soft. | Use ripe fresh fruit or cooked fruits. | Cook protein foods until well done. |

Offer fruit juice only when baby can drink from a cup. Use pure unsweetened juices and add extra water.

**Avoid foods that baby can choke on such as:**  
raisins • nuts • seeds • popcorn • chips • hotdogs

## Plain Foods are Best for Baby

Do not put salt, sweeteners, or spices in your baby's food.



## Steps

1. Start with good quality food. Wash fruits and vegetables thoroughly. Peel and seed if necessary. Remove fat from meat.



2. Cook food in small amount of water until tender. Save cooking liquid for thinning food. You may also thin food with breastmilk, formula, fruit juice or plain water.

3. Prepare the food.



Push soft food through with the back of a spoon.

or



Grind soft foods.

or



Add enough food and liquid to cover blades. Blend until smooth.

4. Use a small spoon to feed baby. If baby does not finish the meal, throw away what is left in baby's dish.

5. You can make enough baby food for more than one meal. Refrigerate or freeze the extra food.

**P & P CHANGE SUMMARY TABLE**

| <b>Chapter One Eligibility, Certification and Coordination of Services Changes<br/>SPIRIT Training Guide- Clinic Module (CM)** Pages related to Changes</b> |  | <b>Date<br/>to LA</b> | <b>Date<br/>Sent to<br/>USDA</b> | <b>Date<br/>Approved<br/>by USDA</b> |
|---|--|-----------------------|----------------------------------|--------------------------------------|
|   |  |                       | 7.15.13                          |                                      |
| Page 7<br>CM Page 6-2   | Updated woman minimum (8) and maximum(65) ages allowed   |                       |                                  |                                      |
| Page 8<br>CM Page 8-6; 8-72   | Updated number of days residency proof can be reused (180)   |                       |                                  |                                      |
| Page 9<br>CM Page 6-12<br>CM Page 8-6<br>CM Page 8-72   | Updated ability to default residency to another household member's residency record and Pending Proof of Residency certification limits  |                       |                                  |                                      |
| Page 28<br>CM Page 8-6; 8-72  | Updated "Pending ID Proof" certification limits  |                       |                                  |                                      |
| Page 30   | Updated proof of residency and identity verification processes   |                       |                                  |                                      |
| Page 32<br>CM Page 8-6<br>CM Page 7-17<br>CM Page 8-72  | Updated clinic staff requirement to state participant's physical presence  |                       |                                  |                                      |
| <b>Chapter 1</b> page 35& 36  | Updated income for sfy 14  |                       |                                  |                                      |
| Page 43<br>CM Page 6-6<br>CM Page 8-9<br>CM Page 74<br>CM Page 8-82   | Updated number of days (30) income data can be copied; ability to copy income records to currently viewed household member and ability to use "Other" adjunctive eligibility options<br><br>Income records from other household members can be used within 30 days as current income information to meet eligibility guidelines. (comment 1)<br>Documentation of "other" income must be provided in the General Notice / Proofs section of SPIRIT. An example of "Other" is the Resource and Patient Management System (RPMS). (Comment 2) |                       |                                  |                                      |
| Page 47   | Update adjunctive eligibility to include FDPIR   |                       |                                  |                                      |
| Page 50   | Updated income for sfy14 income guidelines AK Native form  |                       |                                  |                                      |
|   |  |                       |                                  |                                      |
| Page 52   | Updated alert functions to remind staff about missing income proof   |                       |                                  |                                      |

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|   |  |  |  |  |
|---|--|--|--|--|
| CM Page 6-8<br>CM Page 8-11<br>CM Page 8-76<br>CM Page 9:7-9:10 |  |  |  |  |
| Page 57   | Immigration status does not affect WIC eligibility.  |  |  |  |
| Page 79   | Updated CR statement Updated with the new non-discrimination statement.  |  |  |  |
| Page 81   | Updated participant's file date view order   |  |  |  |
| Page 81<br>CM Page 8-67   | Updated staff member's names show on drop-down on Prescreening and Demographics tabs SPIRIT displays staff members name and updates it on demographics sub-tab within the participant record when prescreening a client for eligibility. |  |  |  |
| Page 81<br>CM Page 9-7  | Updated certification notice prints automatically if staff chooses   |  |  |  |
| Page 81<br>CM Page 8-55<br>CM Page 8-118<br>CM Page 9-3         | Updated SOAP note is required to complete a certification and Demographics tabs  |  |  |  |
| Page 81-82  | Updated list of items required to be kept in hard file to reflect SPIRIT.  |  |  |  |
| Page 85   | Changed forms need approval before use.  |  |  |  |
| Page 87   | Changed FSP to SNAP  |  |  |  |
| Page 88   | Nutrition Education and Obesity Prevention Program (NEOP) & BFPC Program language added  |  |  |  |
| Page 88   | Commodity Supplemental Food Program (CSFP) & Senior's Farmer's Market & SPIRIT language added  |  |  |  |
| Page 89<br>CM Page 8-48<br>CM Page 8-111                        | Updated Display Referrals to Breastfeeding Peer Counselor and Enable BFPC Referral Button  |  |  |  |
| Page 92   | EPSDT services are provided through the Division of Public Health at local Public Health Centers language added.   |  |  |  |
| Page 98 & 99  | Updated Immunization schedule & SPIRIT language added  |  |  |  |
| Page 102  | Update language on application processing  |  |  |  |
| Page 104  | Certification and warrant issuance   |  |  |  |
| Page 104<br>CM Page 10:1-3                                      | Updated process to correct a benefit issuance error in a new certification attempt to issue benefits   |  |  |  |
| Page 104  | Updated nutrition education contact needed to issue benefits to a High Risk  |  |  |  |

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|---|---|--|--|--|
| CM Page 8-43  | participant   |  |  |  |
| Page 105<br>CM Page 7-2<br>CM Page 7-10   | Updated view appointments by date   |  |  |  |
| Page 106  | Updated <6 month old infant certification end date is automatic based on infant's DOB   |  |  |  |
|   |   |  |  |  |
| Page 105<br>CM Page 7-19<br>CM Page 7-21  | Updated unattended education classes tracking   |  |  |  |
| Page 106-107  | One year certification policy for SPIRIT Don't see this comment on our copy.  |  |  |  |
|   |   |  |  |  |
| Page 109  | Updated changing the name of medical update appointment types   |  |  |  |
| Page 109<br>CM Page 8-7<br>CM Page 8-73   | Updated email appointment reminders ability   |  |  |  |
| Page 111  | Updated nondiscrimination statement Updated the nondiscrimination statement.  |  |  |  |
| Page 114  | Updated processes and means of distribution for Termination Notices and warning periods Updated the nondiscrimination statement.  |  |  |  |
|   |   |  |  |  |
| Page 117<br>CM Page 6-5<br>CM Page 6-10<br>CM Page 6-11<br>CM Page 8:128-129<br>CM Page 8:130-132 | Updated Transfer of Certifications-Maximum Days VOC is Valid for each participant type Yes the participant is automatically taken off the transferring clinic list and added to the new clinic. The protocol for looking up participants in SPIRIT is to use the DOB and name to ensure they are located, transferred and not entered into the system twice to avoid dual participation. Updated the nondiscrimination statement. |  |  |  |
| PG 118  | There is no need to manually change the dates; SPIRIT will adjust and accommodate to the eligibility category not allowing over extended certification periods. If a participant's category changes in a certification period there is a mechanism to end the certification (if that is the appropriate thing to do) available in the system.   |  |  |  |
| Page 120<br>CM Page 6-5   | Updated additional information required for VOC certification process   |  |  |  |

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|  |  |                       |                                  |                                      |
|--|--|-----------------------|----------------------------------|--------------------------------------|
| CM Page 6-10   |  |                       |                                  |                                      |
| Page 121   | “The State WIC Office reviews dual participation reports from the computer system monthly. The report is due on the last day of the month for the preceding month’s data.”   |                       |                                  |                                      |
| Page 123   | Added language about Social Security Numbers in AKWIC and SPIRIT.  |                       |                                  |                                      |
| Page 124   | Added language about reading and signing the R & R form as well as keeping the electronic or hard copy signature   |                       |                                  |                                      |
| Page 132   | Update Hearing policy for accommodation of disabilities  |                       |                                  |                                      |
| Page 134-136   | Breastfeeding and use of supplemental formula  |                       |                                  |                                      |
| Page 137, 143, 148, 152  | Updated nondiscrimination statement Updated the nondiscrimination statement.   |                       |                                  |                                      |
| Page 145   | Include language referring to selling WIC benefits via electronic media  |                       |                                  |                                      |
| Page 149   | Include language referring to selling WIC benefits via electronic media in the “Improper Action Report” form   |                       |                                  |                                      |
| Page 150   | Updated language on the lost stolen policy to include process for replacing FI   |                       |                                  |                                      |
| Page 151   | One claim consists of...   |                       |                                  |                                      |
| Page 152   | Intent to sell supplemental foods.   |                       |                                  |                                      |
| Page 160   | Included language on use of short version of nondiscrimination statement   |                       |                                  |                                      |
| Page 161   | Updated nondiscrimination statement Updated the nondiscrimination statement.   |                       |                                  |                                      |
| Page 163   | Modified language on Civil Right training  |                       |                                  |                                      |
| Page 164   | Added examples of reasonable accommodation practices   |                       |                                  |                                      |
| Page 168   | Amended the nondiscrimination statement  |                       |                                  |                                      |
| Page 173   | Added language for DSM or fax in sending protected health information<br>When sending a fax, use a cover sheet stating “Confidential” written on the front cover sheet to protect the confidentiality of the contents being faxed. |                       |                                  |                                      |
|  |  |                       |                                  |                                      |
|  |  |                       |                                  |                                      |
| <b>P &amp; P CHANGE SUMMARY TABLE</b>  |  |                       |                                  |                                      |
| <b>Chapter Two Nutrition Services Changes<br/>SPIRIT Training Guide- Clinic Module (CM) Pages Related to Changes</b> |  | <b>Date<br/>to LA</b> | <b>Date<br/>Sent to<br/>USDA</b> | <b>Date<br/>Approved<br/>by USDA</b> |
| Page 6 & 7   | Updated policy on an RD staff person   |                       |                                  |                                      |
| Page 11  | Updated VENA contact information required during certification   |                       |                                  |                                      |

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|--|--|--|--|--|
| CM Page 8-29<br>CM Page 8:95-97                          |  |  |  |  |
| Page 12  | Deleted language that CPA may perform duties of an RD/nutritionist<br>Added required in place of preferred . |  |  |  |
| Page 13  | Update NR 10 to reflect11  |  |  |  |
| Page 14  | Updated link to Certification form   |  |  |  |
| Page 15  | Update NR 10 to reflect11  |  |  |  |
| Page 17  | Updated link to Application forms  |  |  |  |
| Page 19  | Updated anthropometric assessment requirement for WIC staff  |  |  |  |
| Page 22  | Update NR 10 to reflect11 Jennifer changing NR 11  |  |  |  |
| Page 29<br>CM Page 8-27<br>CM Page 8-89<br>CM Page 8-90  | Updated limit certification with delayed blood work  |  |  |  |
| Page 30  | Added referral or application form can be used to accept blood test data/anthros                             |  |  |  |
| Page 39  | Added language regarding NR 11 and updated web links   |  |  |  |
| Page 42  | Added language regarding NR 11 and updated web links   |  |  |  |
| Page 43  | Updating Risk Factors with NR 11 changes:  |  |  |  |
| Page 47  | Update language on NR 11   |  |  |  |
| Page 49  | Added Pre-Diabetes   |  |  |  |
| Page 50  | Added obese children and high weight for length  |  |  |  |
| Page 58  | Deleted Pyloric Stenosis & outdated language about adapting AZ care plans                                    |  |  |  |
| Page 59<br>CM Page 8-30<br>CM Page 8-56<br>CM Page 8-119 | Updated default plan for risk factors in SOAP note   |  |  |  |
| Page 60  | Update website link to Nutrition Care Plans  |  |  |  |
| Page 65  | Took out old language regarding 2007 RFP   |  |  |  |
| Page 66  | Added Logic Model & PCS language to NS plan  |  |  |  |
| Page 68  | Added language on outcomes and activities to achieve goals   |  |  |  |
| Page 70  | Updated annual survey requirements   |  |  |  |
| Page 78<br>CM Page 8-108<br>CM Page 8:44-45              | Updated recording of materials given to participants   |  |  |  |

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|---|---|--|--|--|
| Page 79   | Permission to share nut ed. materials with CACFP  |  |  |  |
| Page 81   | Added quarterly basis for Nutrition education contacts.   |  |  |  |
| Page 82   | Added detail added on nutrition education contacts.   |  |  |  |
| Page 83   | Added nutrition education must be quarterly   |  |  |  |
| Page 84   | Referrals to wichealth.org must be specific to nutrition risk & interest  |  |  |  |
| Page 88   | Update nutrition education contacts language  |  |  |  |
| Page 88<br>CM Page 8:46-47<br>CM Page 8-56<br>CM Page 8-107<br>CM Page 8:109-110<br>CM Page 8-119 | Updated documentation of nutrition education, SOAP notes, default for risk factors assessments and risk factors plans |  |  |  |
| Page 104-105  | Update to BF Ed standards with more detail  |  |  |  |
| Page 107-109  | Update to bf promotion & support standards  |  |  |  |
| Page 126  | Updated Breastfeeding Peer Counselor (BFPC) contacts report protocols   |  |  |  |
| Page 127  | Added Working with On-Site Group Display Option   |  |  |  |

|  |   |
|--|---|
| <b>Chapter 3 Supplemental Foods</b>  |   |
| Page 10  | Updated compliance buys default food package ID for each participant type |
| Page 21  | Updated to read ENPRs need to be updated every 12 months versus 6 months. |
| <b>Chapter 4 Food Delivery System and Warrant Accountability and Control</b> |   |
| Page 2   | Updated enabling multiple agencies within the State                       |
| Page 2   | Updated pending disqualification duration                                 |
| Page 13-14   | Language regarding not voiding FI when lost or stolen.                    |
| Page 16  | Re-Issued warrant Notice  |
| Page 18  | Additional language about conflict of interest                            |
| Page 30  | Reissued MOV food packages  |
| Page 32  | Warrant issuance in natural disasters                                     |
| <b>Chapter 5</b>   |   |
| <b>Chapter 6</b>   |   |

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| <b>Chapter 7 Nutrition Services &amp; Administration Expenditures &amp; Local Agency Reports</b> |   |
| Page 7-3   | Meeting performance standards   |
| Page 7   | Update WIC Coordinator qualifications   |
| Page 8   | Registered Dietitian must be a staff member   |
| Page 10  | Hiring freezes  |
| Page 7-11  | Obligation of federal funding   |
| Page 7-11  | Quarterly reports, newsletters and surveys  |
| Page 12  | May purchase supplies for other grantees  |
| Page 12  | First quarter 25% expenditure updated to allow LA to keep funding   |
| Page 12  | Added language that travel funds may not be moved to other line item.   |
| Page 7-13  | College-level nutrition courses and Coordinator access to eGrants   |
| Page 7-14  | Exclude computer costs as unallowable   |
| Page 15  | Allowable costs- Amended language to include LA purchase of IT equipment as well as IT support and maintenance. |
| Page 16  | Costs not allowed   |
| Page 7-17  | Personal use of computers   |
| Page 7-18  | LIBRs   |
| Page 7-21  | Grant payment withholdings  |
| Page 7-21  | Contingency plans   |
| Page 24  | Send changes to indirect rate agreement to state  |
| Page 7-31 & 32   | Added vendor reports due quarterly  |
| Page 7-43  | Replaced Quarterly Report form with newer version   |
|  |   |
| Page 16  | Added licensing of IBCLC as an unallowable item for use of WIC funds.   |
|  |   |
|  |   |
| <b>Chapter 8 Caseload Management</b>   |   |
| Page 3   | Office hours expectations   |
| Page 8-6   | Add collection of email addresses in SPIRIT   |
| Page   | Surveys- not completed  |
| Page 6-8   | Updated caseload assignment by service site instead of by agency  |
| Page 16  | State Plan- Outreach and Confidentiality Agreements with LAs  |
| Page 29 & 30   | LA or clinic closure policy   |

**\*\* CM is an abbreviation for the SPIRIT Training Guide- Clinic Module**

# WIC WARRANT STOCK Request Form



|                           |
|---------------------------|
| <b>Requesting Agency:</b> |
|                           |

| SHIPPING ADDRESS(ES)                            | QUANTITY REQUIRED PER QUARTER |
|---|-------------------------------|
| SHIP WARRANT STOCK TO:                          |                               |
| *EACH BOX OF CHECK STOCK CONTAINS 2,500 SHEETS* | TOTAL                         |

1. Enter requesting agency contact information.
2. Indicate destination address(es) and quantity to be shipped.
3. Authorize form.
4. Submit order request form to Amy George by fax (907-465-3416) or email ([amy.george@alaska.gov](mailto:amy.george@alaska.gov)).

Authorized by
  Date