

## **New Hampshire WIC Policy & Procedure Manual**

### **CHAPTER 3. STARLINC OPERATIONS OVERVIEW**

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#### **Maintain Clinic Information**

**Purpose**

To ensure clinic information is kept up to date in StarLINC.

**Policy**

StarLINC Client Services includes a great deal of information about the agency, clinic, and staff involved in delivering WIC services. Timely recording of changes shall be done in StarLINC to allow up to date information to be available to all other clinics and the state office.

**Authority**

**CFR 246.4**

**Procedure**

Changes to the following information should be reflected in StarLINC no later than 10 working days after learning of the change.

1. Agency addresses, telephone numbers, directions to agency
2. Clinic addresses, telephone numbers, directions to clinics, hours of operation
3. Staff names, telephone numbers, E-mail, languages, qualifications

Staff leaving employment or no longer involved with the WIC clinic should be reported to the State Office within 2 working days.