

New Hampshire WIC Policy & Procedure Manual

Chapter 7. CASELOAD MANAGEMENT

Allocation of Funds

Purpose	To assure a written procedure for allocation of WIC nutrition services and program administration funds to the local agencies.
Policy	Local Agency funds for nutrition services and administrative operations are allocated according to a funding methodology in order to support the assigned caseload.
Authority	246.4(a)(13)
Procedure	The base funding is a best estimate of funds provided to the Local Agency for the upcoming year. The initial funding level does not constitute a guarantee of funds to the local agency.

Base Award

Initial awards are made for a base caseload excluding special initiatives and grants. The base award generally occurs with the initial contract and then adjustments for inflation are made subsequent to receiving notice of grant award from USDA. Such awards are made in the following steps:

1. The prior year base is calculated at each Local Agency's prior year caseload and per participant rate. Adjustments may be made for prior year over (under) serving.
2. Participant rate may be adjusted based on priority of the Local Agency's assigned caseload. A higher rate may be assigned to caseload with a priority 1 and 2, then priority 3 and 4, with final participant rate assigned to remaining caseload priority. The State Agency reserves the right to make adjustments in this approach as circumstances dictate.
3. The Local Agency is expected to serve (defined as individuals actually receiving food benefits, including fully breastfed infants) at least 95% but no more than 105% of the contracted caseload in any one month, and is expected to make adjustments necessary to serve 100% of the contracted caseload on an annualized basis. The contract price may, at the discretion of the State Agency, be increased or decreased if the number of persons actually served is less than 95% of the contracted caseload, or if the cumulative discrepancy between the number of persons actually served and the contracted caseload exceeds 105%. The amount of the increase or decrease in the contract price shall be in proportion to the difference between the number actually being served and the contracted caseload.

Amendment of Award

An amendment of the Local Agency funding occurs when a change in

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grant award notice is received from USDA, a change in caseload performance occurs or an unanticipated food cost change occurs. Increases in Local Agency funds are made in accordance with above procedures, with decreases, if necessary, proportionate to caseload reductions.

Nothing in this section should be construed as supplanting Section 246.5, Selection of Local Agencies, of the Federal Regulations.

Exceptions none