

# New Hampshire WIC Policy & Procedure Manual

## Chapter 7. CASELOAD MANAGEMENT

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### Allocation of Caseload

<b>Purpose</b>	To assure a written procedure for the allocation of caseload (WIC participants) to the local agencies.
<b>Policy</b>	Local Agency caseload is allocated according to the local agency caseload formula in effect at that time.
<b>Authority</b>	246.4(a)(13)

### Procedure

#### **Caseload Allocation**

The local agency caseload is allocated with consideration of the overall statewide participation, Local Agency Proposal, success in achieving contracted caseload for the previous 5 years and current year, and distribution of participation priorities. Adjustments may be made for prior year over (under) serving.

#### **Caseload Monitoring**

Each local agency's monthly and cumulative caseload (participation) is compared to its allocated caseload, with monthly reports provided to the Local Agency Executive Director and the WIC Director. 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.

WIC services are available statewide and caseload is awarded based on relative need and a historical review of local agency participant enrollment.

The variables used in determining relative need are as follows:

- % of children under 5 years of age living at or below 185% Federal Poverty based on most recent data from US Census.
- % of infants with Low Birth Weight receiving Medicaid, based on most recent data from New Hampshire Birth Certificate Data, Office of Health Statistics and Data Management, New Hampshire Department of Health and Human Services, and the Bureau of Data and Systems Management, Office of Medicaid Business and Policy, and New Hampshire Secretary of State, Division of Vital Records Administration.
- % of Births with Late or No Prenatal Care, based on most recent data from New Hampshire Birth Certificate Data, Office of Health Statistics and Data Management, New Hampshire

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Department of Health and Human Services, and the Bureau of Data and Systems Management, Office of Medicaid Business and Policy, and New Hampshire Secretary of State, Division of Vital Records Administration.

- Maternal Age Less Than 19 Years, based on most recent date from NH Birth Certificate Data, Office of Health Statistics and Data Management, New Hampshire Department of Health and Human Services, and the Bureau of Data and Systems Management, Office of Medicaid Business and Policy, and New Hampshire Division of Vital Records Administration.

### Caseload Expansion

If expansion of the program is necessary in the future, a public notice will be placed soliciting inquiries from interested agencies and a Letter of Intent will be requested to prepare full service proposals. The selection process will consider the regulatory priority system and preference will be given to proposals which do not decrease existing service areas or increase the number of Local Agencies, due to funding constraints. Regulatory notice requirements regarding selection criteria and civil rights will be strictly followed. This procedure will occur only when the prospect of being able to fund a new agency or expand services is good or to bi-annually solicit competitive proposals statewide.

If new local agencies are selected in a manner that subdivides present service areas, the accepting agency must specify in writing that:

- They understand an award of caseload, regardless of size, does not constitute promise or guarantee of additional caseload or funds at a later date outside the allocation process described above in the event of new caseload becoming available;
- They assure that sufficient locally raised funds are available over and above administrative funds provided with the award of caseload to ensure compliance with current federal fiscal year;
- They understand that all expectations for compliance with operating requirements are the same for all agencies regardless of caseload size, administrative funds grants from the State Agency or date of Program inception.

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

### Exception

None