

New Hampshire WIC Policy & Procedure Manual

CHAPTER 3. STARLINC OPERATIONS OVERVIEW

Maintian 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	<p>Changes to the following information should be reflected in StarLINC no later than 10 workings days after learning of the change.</p> <ol style="list-style-type: none">1. Agency addresses, telephone numbers, directions to agency2. Clinic addresses, telephone numbers, directions to clinics, hours of operation3. Staff names, telephone numbers, E-mail, languages, qualifications <p>Staff leaving employment or no longer involved with the WIC clinic should be reported to the State Office within 2 working days.</p>