

New Hampshire WIC Policy & Procedure Manual

Chapter 4. ORGANIZATION AND MANAGEMENT

Disaster Planning

Purpose	To provide guidance to local agencies for development of an agency disaster plan.
Policy	The local agency shall establish a local disaster plan in coordination with the State Agency Disaster Plan.
Authority	NH WIC State Plan
Procedure	<p>WIC benefits are considered supplemental, and are not of an emergency nature. The only exception to this is for formula fed infants, who may not have an alternative source of nutrition. The State WIC Agency would contact the formula rebate manufacturer for direct purchase and emergency deployment of ready-to-feed formula for direct issuance would be coordinated.</p> <p>The disaster plan shall include protocols for WIC eligibility determination and the issuance of WIC benefits. The plan shall include alternate procedures for software and hardware failures.</p> <p>In a situation of natural disaster affecting a geographic area such as floods and ice storms, retail vendors may not be open and roads may not be passable, making the usual issuance of benefits impossible.</p> <p>WIC computer operations, including certification and food instruments, may continue to be available and State Agency staff shall be contacted if alternative arrangements are made. State Agency staff are available to assist as needed, and shall provide emergency contact telephone numbers in cases of an impending natural disaster.</p>
Exceptions	For formula fed infants with no alternative source of nutrition, the State WIC Agency will contact the formula rebate manufacturer for direct purchase and emergency deployment of ready-to-feed formula.
Best Practice	Local agency WIC agency directors shall be included in the development and implementation of parent agency planning and community resources planning.