

New Hampshire WIC Policy & Procedure Manual

Chapter 4. ORGANIZATION AND MANAGEMENT

Notification of Federal and State Requirements

Purpose To provide ongoing notification and communication with sub-grantees (local agency contractors) regarding legislation, regulations, terms and conditions of agreement relevant to the administration of the WIC and Breastfeeding Peer Counselor Program.

Policy The State Agency shall notify the local agency contractors of revised, updated and/or new fiscal and program operation requirements in a timely manner so as to operate a successful and compliant program.

Authority 7 CFR 210.19(b)

Procedure The State Agency is responsible for the overall monitoring of local agency operations, review of local agency financial and participation reports, the development of correction action plans to resolve Program deficiencies, the monitoring of the implementation of correction action plans and on-site visits conducted by Program staff (for program requirements) and by DHHS staff auditors (for biennial financial audits). All results shall be documented and shared with the local agency and/or USDA as required.

The State Agency shall notify the local agency contractors in a timely manner of new or updated federal regulations. A copy of federal regulation 7 CFR Part 246 is required to be onsite at the main local agency WIC office and accessible to all staff, either by hard copy or electronic. This is observed at the biennial Local Agency Management Evaluation.

The State Agency shall notify the local agency contractors in a timely manner of new or updated fiscal requirements. The State Agency shall continue to have ongoing communication with the local agency contractors regarding fiscal requirements, as well as include federal and state grant requirements and compliance with state and federal laws in the New Hampshire contract.

All notifications and communication of new or updated program and/or fiscal regulations will be done through email. Updates and revisions that result in a change to a NH WIC policy or procedure shall be provided via a numbered memo, at the discretion of the State Agency WIC Director. Every effort will be made to allow for a 90 day advance notice to allow for implementation time, however situations may arise that do not allow for such advance notice. The State Agency will work individually with local agency contractors to be in compliance if necessary.

Training needs will be assessed based on the new or updated program and/or fiscal requirement by the State Agency.

Exceptions None at this time.