

Local Agency Required Policies:

- The [Volume 1](#) and [Volume 2](#) tables list the required local agency policies. Some policies are only required when applicable.
- If a policy chapter isn't listed in the tables below there are no required local agency policies related to that chapter.

Issues Requiring State WIC Approval or Permission

- The table of [Issues Requiring State WIC Approval or Permission](#) identifies the situations when a local agency must have permission or approval from the state WIC program to perform an action but doesn't have to develop a written policy.

Volume 1 – Table of Required Local Agency Policies

(Link to [Volume 2 table](#))

Chapter & Policy	Requirement
Volume 1, Chapter 3 – Application and Processing Standards	
WIC Participation Based on Specific Residency or Membership Requirements	<p>Policy: The local agency must:</p> <ol style="list-style-type: none"> 1. Have approval from state WIC staff before restricting participation. 2. Write a policy describing the restrictions and keep it on file. 3. Apply the policy fairly and equally to all applicants and participants. <p>Procedure:</p> <ol style="list-style-type: none"> A. Send a written request to restrict participation based on specific residency or membership requirements to their Local Program Consultant (LPC) at the state office. B. Receive approval from the LPC before using the restricted requirements.
Volume 1, Chapter 6 - Income	
Verify Income when Information is in Question	<p>Policy: Staff must verify the household's income if:</p> <ol style="list-style-type: none"> 1. There's reasonable evidence the participant, parent guardian or caretaker gave inaccurate, inconsistent or untrue information. 2. The local agency verifies income as a standard practice for all programs in order to receive services. <ul style="list-style-type: none"> • The local agency must have a written policy approved by state WIC staff when the agency verifies income as a standard practice. • The local agency must be fair and consistent about requiring income verification.

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Chapter & Policy	Requirement
Volume 1, Chapter 8 - FMNP	
Local Agency FMNP Policy	<p>Policy:</p> <ol style="list-style-type: none"> 1. Local agencies must develop a written WIC Farmers Market Nutrition Program (FMNP) benefit issuance policy prior to each season. Food and Nutrition Service (FNS) requires a new policy each season. 2. Review the local agency policy annually, update as needed. <p>Note: The state policy provides specific requirements for the LA policy.</p>
Volume 1, Chapter 10 - Hematology	
Personal Protective Equipment	<p>Policy:</p> <p>Local agencies have the authority to require personal protective equipment (PPE) in addition to gloves, such as laboratory coats, goggles, etc., to decrease exposure to bloodborne pathogens. The local agency requiring the additional PPE must do so in accordance with policies from the Department of Labor and Industries, Occupational Safety and Health Administration (OSHA), and Washington Industrial Safety and Health Act (WISHA).</p> <p>Procedure:</p> <p>Develop a written policy about the use of personal protective equipment and make it available to all staff who have potential exposure to blood.</p> <p>Information section:</p> <p>Local agency staff should be aware of the many legal issues involved with performing hematological tests on clients.</p> <p>Local agency staff should write policies on the following issues:</p> <ol style="list-style-type: none"> a. Hepatitis B vaccines for employees who perform hematological tests. b. Blood-borne Pathogen Exposure Control Plan. c. Engineering and work practice controls to prevent accidental exposure. d. Methods for reporting exposure accidents and follow-up protocol. e. Methods for communicating about hazards to employees. f. Operating in accordance with the Clinical Laboratory Improvement Amendment. g. Providing employees with training on potential occupational exposure.
Volume 1, Chapter 15 - Breastfeeding	
Breastfeeding Promotion and Support is a Core Job Responsibility	<p>Policy:</p> <p>The coordinator, working with the breastfeeding coordinator, develops a breastfeeding promotion plan and includes it in the annual Nutrition Services Plan (NSP). State staff sends a numbered memo about the SNP each year. See Volume 2, Chapter 2 – Nutrition Services Plan.</p> <p>Procedure:</p>

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Chapter & Policy	Requirement
	Ensures staff understand their role to support breastfeeding and meet the minimum training requirements outlined in this chapter.
Option to Offer Breast Pumps	<p>Policy:</p> <ul style="list-style-type: none"> • The coordinator, working with the breastfeeding coordinator, must develop breast pump policies or protocols before providing breast pumps. • State staff must approve policies or protocols. • State policy shares required elements for the local agency policy.
Order Breastfeeding Supplies Using Local WIC Funds	<p>Policy:</p> <p>Agencies must have policies or protocols approved by state staff for nipple shields, breast shells and Supplemental Nursing Systems (SNS) before ordering these items.</p>
Peer Counselor Scope of Practice	<p>Policy:</p> <p>The local agency must have a written job description defining the scope of practice for the peer counselor.</p>
Texting and Cell Phone Use	<p>Procedure:</p> <p>The peer counselor lead or WIC coordinator develops a protocol and trains peer counselors on their use.</p>
Volume 1, Chapter 18 - Certification	
Components of the Presume Eligible Certification	<p>Policy:</p> <p>The local agency:</p> <ol style="list-style-type: none"> 1. Has the option to presume eligible pregnant participants who are income eligible. 2. Has the option to allow all staff to assign presumptive eligibility. 3. Must have a policy describing any exceptions if the local agency doesn't presume eligible all pregnant participants.
Separation of Duties	<p>Policy:</p> <p>If the agency can't meet the separation of duties requirement, the coordinator must develop a written policy for how the agency will complete the file review and send it to the Local Program Consultant (LPC) for review.</p>
Volume 1, Chapter 22 – Issue WIC Food Benefits	
Monthly or Multi-Monthly Food Benefit Issuance	<p>Policy:</p> <p>The local agency can limit certain categories of participants (for example, pregnant or breastfeeding participants) to one or two months of food benefit issuance. When the agency chooses to limit the issuance frequency for certain categories of participants, the local WIC agency must write a policy to include:</p> <ol style="list-style-type: none"> A. A list of participant categories or characteristics (see the Information section) that requires staff to issue only one or two months of food benefits. B. The reason(s) for limiting certain participants' benefit issuance frequency.

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Chapter & Policy	Requirement
Identification to Receive WIC Food Benefits	<p>Policy: The local agency must develop a written policy describing the steps to take when a participant, Parent Guardian, Caretaker, or Proxy doesn't bring ID to the clinic when receiving food benefits.</p> <ul style="list-style-type: none"> • Submit policy to the Local Program Consultant (LPC) and get approval. • Assure staff apply the policy equally.
Volume 1, Chapter 23 – WIC Foods	
Returned WIC Food	<p>Policy: Staff must have a written policy on donating returned foods.</p> <p>Note: Procedure provides additional information about following Washington Administrative Code (WAC) and having written confirmation the local agency legal authority approved the policy.</p>
Returned WIC Formula	<p>Guidance: Staff may not give returned formula to participants.</p> <p>Staff must destroy returned formula unless staff have written approval by local agency legal or leadership as meeting the agency's donation policy criteria. Refer to Volume 1, Chapter 23: Returned WIC Formula policy.</p> <p>Prior to implementing a local agency formula donation policy, the local agency must submit a copy of the policy and leadership approval letter to the state office.</p>

Volume 2 – Table of Required Local Agency Policies
 (Link to [Volume 1 table](#))

Chapter & Policy	Requirement
Volume 2, Chapter 1 – WIC Contract	
Summary of WIC Local Agency Contract Requirements	<p>Procedure:</p> <p>I. Breastfeeding Promotion</p> <ul style="list-style-type: none"> • Provide breastfeeding promotion and support activities in accordance with federal and state requirements. • Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects: <ul style="list-style-type: none"> ○ Change worksite policies of employers who likely employ low income pregnant and breastfeeding teens and adults ○ Provide breastfeeding education to health care providers who serve low income pregnant and breastfeeding teens and adults ○ Work with birthing hospitals to improve maternity care practices that affect WIC client breastfeeding rates ○ Provide participants access to lactation consultants ○ Other projects will need pre-approval from the state WIC office. <p>Other Requirements:</p> <p>A. Site Changes</p> <ul style="list-style-type: none"> • Request prior written pre-approval from the State WIC office when opening, closing or moving a WIC site. Contact the Local Program Consultant (LPC) assigned to the agency. <p>B. Purchasing</p> <ul style="list-style-type: none"> • Request prior written pre-approval for purchases according to the table found in the Purchasing section of this chapter.
Volume 2, Chapter 2 – Nutrition Services Plan	
Nutrition Services Plan	<p>Policy:</p> <ul style="list-style-type: none"> • Each local agency must complete and submit a Nutrition Services Plan (NSP). It must include: • Staff must submit the NSP to state staff by the deadline specified in the instructions.
Volume 2, Chapter 5 – Purchasing and Inventory	
Code of Conduct	<p>Policy:</p>

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	The local agency must write and follow a written code of conduct policy to guide staff who purchase and manage supplies, services, and equipment with WIC funds.
Purchase Procedures	<p>Policy: Staff must follow written purchasing procedures that describe how to:</p> <ul style="list-style-type: none"> • Purchase supplies, services, and equipment when using WIC funds, and: • Adhere to federal state, local, and tribal laws and regulations. <p>Procedure: Includes requirements for the written purchasing procedures.</p>
Inventory	<p>Policy Develop and maintain a local agency policy.</p> <p>Procedure: Provides requirements for the written inventory policy.</p>
Disposal of Supplies (local agency owned)	<p>Procedure: A. Dispose of supplies according to the local agency policy when the total combined fair market value of the supplies is less than \$5,000.</p>
Volume 2, Chapter 6 - Monitors and Audits	
Local Agency Yearly Self-Evaluation	<p>Policy: The coordinator, or chosen staff member, must develop and implement a written self-evaluation plan to review program operations.</p> <p>Note: Policy contains required items for the self-evaluation plan.</p>
Volume 2, Chapter 8 - Electronic Devices, Security and Service Interruption Plan	
Cell Phone Use	<p>Policy: Local agencies must develop a written cell phone use policy when the agency doesn't have one. The policy and procedure must address:</p> <ul style="list-style-type: none"> • When staff must turn on cell phones and when they should, or may be, turned off. • Description of a standard greeting for answering the phone and for voice mail. • Response time for returning calls or texts.
Physical Security and Care of State Owned Electronic Devices	<p>Policy: Local agencies must:</p> <ol style="list-style-type: none"> 1. Have written procedures to assure the physical security of state owned electronic devices. 2. Provide in-service training on these procedures to staff each year and document on the staff training log.

Issues Requiring State WIC Approval or Permission

Chapter & Policy	Requirement
Volume 1, Chapter 2 – Program Compliance	
WIC Services for WIC Staff, Family, or friends	<p>Policy:</p> <p>1, a: The coordinator must get approval from the Local Program Consultant (LPC) at the state WIC office before allowing staff to certify themselves, friends or family when there isn't enough staff to prevent this.</p> <p>Procedure:</p> <p>B. Get written permission from their Local Program Consultant (LPC) in those instances where the only option is for staff to certify and issue benefits to themselves, family members or friends.</p>
Volume 1, Chapter 5 – Priority System and Waiting Lists	
Serving Participants using the Priority and Sub-priority System	<p>Policy:</p> <ol style="list-style-type: none"> Contact the Local Program Consultant (LPC) at the state WIC office when the clinic lacks the resources to serve all priorities. Receive approval from the LPC before the local agency can stop serving any priority.
Agency Wide Application of Priority and Sub-Priority System	<p>Policy:</p> <p>Local agency staff must request and receive approval from the Local Program Consultant (LPC) before a local agency can stop serving all priorities at all agency sites.</p>
Volume 1, Chapter 15 - Breastfeeding	
USDA Breastfeeding Peer Counselor Program	<p>Policy:</p> <p>Before starting a peer counseling program, the local agency must:</p> <ul style="list-style-type: none"> Have written approval from both state staff and agency administration. Complete an application form provided by state staff. Orient clinic, administrative and fiscal staff to the program and its requirements.
Volume 1, Chapter 25 – Legal Considerations and Confidentiality	
Disclosing Information to Other Programs Serving Persons Eligible for the WIC Program	<p>Procedure:</p> <p>Ask the authorized representatives for each party to sign and date the Agreement. One person may sign for both programs if the WIC and non-WIC programs are in the same agency and the person signing has binding signature authority for both programs. Send an electronic copy of the signed Agreement to the LPC. The LPC will indicate with approval or not within ten business days.</p>
Volume 2, Chapter 5 – Purchasing and Inventory	

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Chapter & Policy	Requirement
Determine Allowability and Need for Prior Approval	Policy: Staff must use the Allowable Cost & Prior Approval Decision Tree Chart (in the chapter) to determine if the purchase is allowable and if prior approval is required before using WIC federal funds for purchases.
Purchase and Maintain Vehicles	Policy: Staff must obtain prior approval from the State WIC office before purchasing vehicles, regardless of price.

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