

## WIC Advisory Committee Minutes

<b>July 19, 2016</b> 10:00 AM	<b>Facilitator: Carol Winter, NWA State Rep</b> <b>Minutes: Patrice Thomsen</b>																																																												
Welcome and Attendance (Facilitator)																																																													
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Review and Approval of Previous Minutes	Minutes from the April 19, 2016 conference call were approved by email and are posted to the WIC Advisory page of the website. <a href="http://www.kansaswic.org/local_agencies/WIC_advisory_comm.html">http://www.kansaswic.org/local_agencies/WIC_advisory_comm.html</a>																																																												
NWA Report (Carol Winter)	See full report at the end of these minutes.																																																												
Outreach (Lisa Long) <ul style="list-style-type: none"> <li>• We would like local agency ideas/input regarding outreach ideas. Are there particular things you would like to try? Are there outreach efforts that you have found successful? What worked well with these efforts? What might you do differently?</li> <li>• What can the state agency do to assist you with outreach?</li> </ul>	Carol – Johnson Co <ul style="list-style-type: none"> <li>• Went to Head Start during enrollment twice. Also gets list of potential WIC clients from HS (had been on WIC but no longer.). Question for State Agency – Can we accept proofs that Head Start has seen (income, address, id)? <b>SA response: We will have to investigate but Head Start is not listed in the regs as a program that conveys adjunctive eligibility for WIC.</b></li> <li>• As part of 2016 NSP action plan they work with the Johnson Co HD/KUMC prenatal program and get list of names after delivery to call and offer WIC to. Also have been calling area doctors with information about WIC services, etc.</li> </ul> Rebecca – Riley. Went to Head Start enrollment to offer WIC and schedule WIC cert appts.																																																												

	<p>Kandy – Elk. Has very close relationship with Head Start. HS staff very keen on getting all their kids into WIC – even has brought some to WIC appt.</p> <p>Tiffani – Seward. Plans to go to HS enrollment. Gets birthday/please come back cards from Noodle Soup and sends as a retention encouragement.</p> <p>Carol – Kansas Chapter of American Academy of Pediatrics has conf twice a year. Next in Wichita in September. Encourage SA to exhibit, could possibly Sedgwick staff do it?</p> <p>Ideas for outreach resources from SA (not a lot of suggestions)</p> <ul style="list-style-type: none"> <li>• Poster (including a tear off pad for info, QR code)</li> <li>• Information about allowable expenses, what reports in KWIC might be used and how, etc.</li> </ul>
<p>KWIC update – (Ashley Warren and Sandi both out of the office, but Ashley provided this update)</p>	<p>KWIC Update –</p> <ul style="list-style-type: none"> <li>• Release 2.0.3 is tentatively scheduled for Friday, September 16, 2016</li> <li>• Due to the new functionality and changes that is a part of this release, a training booklet will be created and sent out to the Local Agencies prior to the release. (Tentatively mid-August)</li> <li>• Release Notes and Known Errors will also be sent out to everyone, closer to the release date.</li> <li>• A few items that will be included in the release: <ul style="list-style-type: none"> <li>○ Equipment Inventory <ul style="list-style-type: none"> <li>▪ This is new functionality. Inventory tracking system that will allow you to track your inventory in KWIC.</li> </ul> </li> <li>○ Family Based Proofs <ul style="list-style-type: none"> <li>▪ Change in functionality. Proof of Residency and Proof of Caregiver Identity will now be added and saved for all active/applicant group members. (Proof of Identity will still remain at client level.)</li> </ul> </li> <li>○ Changes for 30 days of proofs of Income <ul style="list-style-type: none"> <li>▪ Change in functionality. The Income screen has been redesigned based on the “Period” selected from the dropdown in the Income Sources section at the bottom of the screen. This redesign was done in order to make it more efficient to obtain the 30 days of proofs of Income.</li> </ul> </li> <li>○ Demographic Screen updates <ul style="list-style-type: none"> <li>▪ Change in functionality. There are a couple of changes that will be made to this screen. When a change is made, an auto generated note will be created which will contain the specifics of the changes made.</li> </ul> </li> </ul> </li> </ul>

	<p>Another change to look for, if data is entered into the first address field of the Mailing and Street Address fields, the rest of the fields, City, State, and Zip, will become required.</p> <ul style="list-style-type: none"> <li>○ Assign Food Packages beyond 3 months <ul style="list-style-type: none"> <li>▪ Change in functionality. We will now have the ability to assign food packages beyond 3 months, even for 30 day temp certifications.</li> </ul> </li> </ul> <p>In addition, the eWIC project is progressing. Timeline and info remains the same as presented at the Kansas WIC Conference. WIC Shopper App is out soon. See upcoming I-memo.</p>
<p>New procedure for training/conference fee – This is FYI, already stated in June I-memo for New Employee Breastfeeding Training, but would like comments from WAC. (Patrice Thomsen)</p>	<ul style="list-style-type: none"> <li>● <b>WIC staff – No registration fee.</b> If a WIC employee registers but is unable to attend, a cancellation notice must be received prior to the training as specified for the particular training (e.g. 7 days prior for the New Employee BF Training). If no cancellation notice is received, the WIC agency will have a fee assessed against their next affidavit. Amount will vary depending on the event (e.g. \$25 for New Employee Breastfeeding Training). Exceptions will be considered on a case-by-case basis. <b>If the training is open to non-WIC staff, there will be a registration fee (e.g \$45 for the breastfeeding training.)</b></li> <li>● Fee assessed will vary depending on the training – New Employee BF Training versus the Statewide conference</li> </ul> <p>Few specific comments from WAC, but generally favorable – especially so from Seward who recently had an issue with miscommunication about a payment.</p>
<p>Update from the State WIC Director (Dave Thomason)</p>	<ul style="list-style-type: none"> <li>● SA vacancies. LA staff are encouraged to apply. Watch for more info in I-Memos. <ul style="list-style-type: none"> <li>○ Nutritionist – ME team and coordinates KS Breastfeeding Peer Counselor program. Requires RD, LD credential (but not IBCLC).</li> <li>○ Nutritionist – ME team and coordinates staff training. Requires RD, LD credential.</li> <li>○ Office Assistant – formerly held by Cindy Thomas.</li> </ul> </li> <li>● BFPC program – as announced in a June 7 email to WIC Coordinators and BF Coordinators, there is a limited amount of funds to add new BFPC agencies or expand in existing agencies. Any interested agencies should respond ASAP to Martha Hagen.</li> <li>● Sedgwick County Commission resolution – We are not planning to ask USDA for permission to change our existing policy about serving applicants regardless of citizenship. Because the resolution involved the Governor and legislature, future response will come from the KDHE Secretary’s level.</li> </ul>

- WIC Health Channel update (Nutrition Education videos and clips accessed through online as Dave announced at the conference.) Information will be out in an upcoming I-memo. At first, each agency will have one account but we are working to have more than one account per agency. That would allow, for example, the BF Coordinator to have one playlist for BF; and allow the Coordinator to have a broader playlist for the waiting room through a second account.
- KS Association of Local Health Departments (KALHD) hosts several list serves on specific topics for their membership to share information. At a LALHD member’s request, KALHD recently set up a list serve for WIC. So it is a legitimate list serve. Questions should be directed to your agency’s KALHD representative and to KALHD itself.
- The decrease in participation/caseload will impact the amount of money for next year’s budget although we don’t know the extent.

WAC Administration - Reminder about determination of new members for FFY 2017. (Patrice Thomsen)

Refer to [June I-Memo](#). Patrice will also be calling the affected agencies. The October WAC meeting is transition so departing and incoming both invited.

FFY	North Central	Northeast	South Central	Southeast	Northwest	Southwest
2017	Cloud Dickinson		Sedgwick Southcentral KS Coalition			Stevens Stanton

Round Table Discussion-All

Rhea Daise – If we don’t require proof of pregnancy, what can be done as in a recent case when a women was certified as pregnant, then changed her due date far out in the future so no way she might still be the same pregnancy.

**SA response: Contact your ME Lead for assistance. Pregnancy test is not required because there cannot be a cost associated with applying for WIC. In the past have dealt with according to individual situation. Sometimes clinic has provided the pregnancy test, or if client stated that had already had one, then got permission to request from doctor. Also of concern that KWIC let the due date be changed out to a biologically impossible date for current pregnancy that we should check out.**

Rhea Daise – Norton staff ask her to pass along... “I have had several clients tell me that they miss the frozen fruits & veg on their WIC check because the fresh fruits and veg are so expensive in Norton. They feel that their fruit and veg check went further when they could buy canned and frozen fruits and veg.”

**SA response: While we’d like to provide maximum options for clients, moving to eWIC requires that we collect and maintain every single possible UPC code for WIC foods in Kansas. Collection of all canned and frozen fruits and vegetables adds greatly to the required time and effort for SA staff and vendors. Therefore, after a client survey to gauge level of client concern, we made the decision to move to Fresh Only in advance of the eWIC. We do not expect to reconsider that decision, at least not any time some.**

	<p>Carol Winter –</p> <ol style="list-style-type: none"> <li>1. Staff like the texting for reminders but wonder if there can again be investigation into more detail. Or if there might be two texts – one 3-4 days in advance. They find that the current text means many clients call at the last minute to see what kind of appointment/ what they are supposed to bring. <b>SA response: Please forward this request to your ME lead and a Change Request form can be completed for this new idea.</b></li> <li>2. Johnson county is considering a change to a more open scheduling process, similar to Shawnee county (although not exactly “next day”.) Is there a way to make the KWIC appointment book in 20 minute increments or open so they can make increments as they desire? <b>SA response: Please forward this request to your ME lead and a Change Request form can be completed for this new idea. FYI – this would be a state wide change, the appointment book times are not configurable by clinic.</b></li> <li>3. Parents As Teachers. With legislative cuts, PAT is now restricted and being on WIC is one thing that makes a family eligible. Johnson County received a request from PAT for list of babies and children for them to use as outreach and Dave had approved giving them a list because PAT is included in WIC Rights and Responsibilities (sent as Excel). Carol wondered if other agencies had similar requests. <b>Response: Not any present on call.</b></li> </ol> <p>Valerie Merrow – Vendor Managers – refer to June I-memo.  <a href="http://www.kansaswic.org/memos/2016/09_FFY_2016_I_Memo_June_2016.pdf">http://www.kansaswic.org/memos/2016/09_FFY_2016_I_Memo_June_2016.pdf</a> If your vendors are in a contract renewal year, the LA needs to have their training and monitoring completed by August 1st and data entered into KWIC no later than August 31st.</p>
<p>Next Meeting and Adjourn (Facilitator)</p>	<p>Oct. 18, 2016, 10:00 AM conference call – Kandy Dowell as facilitator</p>

**NWA report for WAC on 7/19/2016  
From Carol Winter, Kansas NWA Local Agency Rep**

Questions? Contact [Carol.Winter@jocogov.org](mailto:Carol.Winter@jocogov.org) & 913-477-8126

I attended the NWA Conference in May 22-25, 2016. The conference focused on retention of WIC clients. WIC is working with Head Start for this retention. Several sessions focused on how to empower and engage each generation from the Baby Boomers, Gen X, Millennials and the upcoming Homeland Generation. Shawnee County from Topeka, Kansas had a poster session on Next Day Scheduling. I attended the NWA Annual Business meeting. On the agenda there was a resolution to rescind the Resolution of 2015 concerning the relationship between the National WIC Association and Infant Formula Manufacturers. This

was submitted by David Thomason and several other Directors of the Mountain Plain Region. Dave gave background and more details about the history behind this Resolution.

Also on the agenda was a revision to the NWA By-laws.

Unfortunately, the meeting did not start on time and very little time was designated for discussion. Several agenda items were not discussed.

The results of the voting was:

The by-law revision passed.

The Resolution to rescind the Resolution of 2015 did not pass.

The NWA Mountain Plains Region for the Local Agencies is supposed to have quarterly conference calls. We had our first conference call on February 9, 2016. Unfortunately, the conference call in May was postponed, we did not meet at the NWA and the meeting in June was postponed. I will keep WAC updated when we have our next conference call.

Respectfully submitted,  
Carol Winter