KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2021-04

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: January 22, 2021

RE: Vendor Contract Renewal, Vendor Training and Monitoring Forms
IRS Standard Mileage Rate for Calendar Year 2021
Fiscal Audit of State Agency
2021 NSP Lesson-SSB(Sugar-Sweetened Beverages)and the Importance of Water
EIC – Your Money You Earned It Now Claim It
BFPC February Webinar
Considerations for COVID-19 Vaccination in Lactation
Bookmarking USDA Resource Pages
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Vendor Contract Renewal, Vendor Training and Monitoring

Contracts for WIC Vendors in Vendor Management Group 3 (Allen, Bourbon, Butler, Crawford, Ellis, Greenwood, Johnson, Miami, Neosho, Osage, Osborne, Phillips, Rooks,
Russell, Sedgwick, Shawnee, Smith Wabaunsee) will expire this federal fiscal year (September 30). Vendors in these counties will need to receive face-to-face training and monitoring visits by their Local Agency vendor manager. Visits should be conducted and entered in KWIC by August 1, 2021. All related paperwork should be scanned and emailed or faxed to lisa.long@ks.gov by August 1, 2021. Should the USDA provide additional guidance about changes in these requirements, the information will be shared with staff.

Fillable forms for use in monitoring are available on the website:
The power point that should be used for training contains the federally required elements and is also available on the website:

Non-Contract Renewal Vendor Training and Monitoring: All other vendors in Vendor Management Group 1 & 2 (those counties not listed above), will complete interactive training using the Annual Vendor Training Newsletter provided by the State Agency. The newsletter is being developed and will be available on the vendor page of the Kansas WIC website this spring. More information regarding the Annual Vendor Training Newsletter will be provided in an upcoming I-Memo.

Monitoring must occur for at least 10% of the vendors in the counties listed in Vendor Management Group 1 & 2. Please use the same forms provided in the links above. LA staff must enter monitoring visit information into KWIC by August 1, 2021 and scan and email or fax the monitoring paperwork to lisa.long@ks.gov.

ACTION REQUIRED: Complete the required face-to-face training the monitoring as outlined above. Retain a copy of the paperwork for local vendor files and email/scan or fax a copy of the paperwork to lisa.long@ks.gov. Direct questions regarding training and/or monitoring to lisa.long@ks.gov.

IRS Standard Mileage Rate for Calendar Year 2021
Effective January 1, 2021, the maximum allowed reimbursement for privately owned automobile mileage changed for business miles driven. The maximum allowed WIC reimbursement for Calendar Year 2021 will be $0.56 per mile. Each Local Agency should change their affidavit spreadsheet to reflect what their agency allows up to the new maximum.

ACTION REQUIRED: Notify all WIC staff as well as other Health Department or County staff who are involved with providing affidavits to the WIC Program. If you have questions, please contact Kelly Vickers at (785) 291-3134 or by email at Kelly.vickers@ks.gov.
**Fiscal Audit of State Agency**
As the State Agency will have a Fiscal Audit this year, state staff is reviewing affidavits more closely. Please check to make sure affidavits are complete and correct before submitting.

**ACTION REQUIRED**: Review Policy: ADM 02.03.00 with those that complete the affidavit to ensure the affidavit is correct and complete. You may wish to review the KS WIC Webinar on Affidavits [here](#).

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**2021 NSP Lesson-SSB (Sugar-Sweetened Beverages) and the Importance of Water**

The lesson, SSB and the Importance of Water, was included as an option in the 2021 NSP Guidance. This lesson can be used by LAs for low risk secondary nutrition education.

The SA won’t automatically send a packet with the printed lesson pieces to each agency. However, the lesson plan and all materials, including a cover letter with guidance, was emailed to all LAs on 1/5/2021 and posted on the Kansas WIC website. Due to COVID and SA staff working from home, it is more complicated to compile a packet with an assortment of different handouts. However, we know that some agencies may have difficulty printing or don’t have access to a color printer. So we did include a space on the handout order form where LAs can mark if they want a packet of preprinted lesson materials mailed to their LA. It may take more time than usual for the packets to arrive.

Some important points of this lesson are listed below.

- The lesson was changed in order to use it for infants too. There are instructions about the material that needs to be included to make it appropriate for infant education.

- This lesson can be used remotely (phone call, video), in addition to in-person. LA staff will need to read and follow the instructions in the lesson plan to find out how the lesson can be used remotely.

- As with other SA lessons, this lesson includes a document designated as the handout. Because mailing procedures have been changed for outgoing mail at KDHE (due to COVID), agencies are encouraged to print their own handouts, if possible. A pdf of the client handout was attached to the 1/5/2021 email and is posted on the WIC website.

- However, use the attached order form if your agency cannot print the client handout and needs the state agency (SA) to print and ship these to you. They may take longer than usual to arrive at your agency.

**ACTION REQUIRED**: Share with staff responsible for LA nutrition education.
**EIC – Your Money You Earned It Now Claim It**

An Earned Income Credit (EIC) flyer titled “Your Money You Earned It Now Claim It” is available at the end of this memo. The flyer is written in English and Spanish. A copy of this flyer should be printed out and available for WIC clients to pick up. It is important to remind clients about free help that is available to them when filing their tax forms. Many families that apply for the EIC pay someone to complete their tax forms and the average charge for tax preparation can cost $100 or more.

Paying for tax preparation takes away from the value of the EIC. The Volunteer Income Tax Assistance (VITA) sites are located in community action agencies, churches, libraries, public assistance offices and other public places that provide free assistance to help low-income workers fill out their tax forms. If you wish to find the VITA site in your county you can call 1-800-906-9887.

**ACTION REQUIRED:** Share the EIC flyer with clients. If you would like a full EIC packet, contact The Center on Budget and Policy Priorities outreach staff at (202) 408-1080, or you can email a request to eickit@cbpp.org. If you need other languages of the Your Money You Earned It Now Claim It flyer, you can go to the website and print other languages. The English and Spanish versions are available at the end of this memo.

**BFPC February Webinar**

The next BFPC and BFPC Supervisor webinar will be on **Wednesday, February 3, 2021 1-2pm.** This webinar will be on Zoom.

**ACTION REQUIRED:** All BFPCs and BFPC Supervisors, please save the date for the webinar. Registration coming soon.

**Considerations for COVID-19 Vaccination in Lactation**

The Academy of Breastfeeding Medicine has recently released a statement affirming that breastfeeding parents can receive the COVID-19 vaccine if they choose. Although there is currently no clinical data on use of COVID-19 mRNA vaccines in lactation, the US Food and Drug Administration did leave open the possibility of administering the vaccine to both pregnant and lactating individuals.

Individuals who are lactating should discuss the risks and benefits of vaccination with their health care provider, within the context of their risk of contracting COVID-19 and of developing severe disease. Health care providers should use shared decision making in discussing the benefits of the vaccine for preventing COVID-19 and its complications, the risks to mother and child of cessation of breastfeeding, and the biological plausibility of vaccine risks and benefits to the breastfed child. The full ABM statement can be read [here](#).

**ACTION REQUIRED:** Share with staff.
**Bookmarking USDA Resource Pages**
USDA has asked that WIC staff please bookmark the following WIC Works resource sites, rather than use a Google search for finding the sites each time they are used. By visiting from an internet browser bookmark, USDA is better able to track data on site visits.

- WIC Works Resource System – Home
- WIC Breastfeeding Support
- WIC Breastfeeding Check-In Tool

**ACTION REQUIRED:** Bookmark the identified sites and share with staff.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

**Items included below and/or provided as separate documents:**

**Educational Opportunities**
All educational opportunities are posted to the KS WIC Training Webpage and are updated monthly. See [Educational Opportunities – Updated January 2021](#).

**Previous Webinar Recordings Moved from GoToStage to KS WIC Website**
KS WIC has transitioned from GoToWebinar to Zoom. Soon you will no longer be able to access previous webinar recordings from GoToStage. All the recordings have been moved to the KS WIC website and you can access them along with all webinar handouts here.

**NEW!**
**February 9, 2021 12-1pm – KS WIC Webinar:**
**New 2020-2025 DGAs: How They Were Developed and How They Relate to WIC**
Register Now
Webinar Description: Released in late December 2020, the 2020-2025 Dietary Guidelines for Americans include some key changes that WIC staff should know, including first-time ever guidance for pregnant and breastfeeding women and infants and children under two. During this webinar you will also learn more about how the DGAs are developed.
Speaker: Chelsie Todd Deneault, MPH, RD, LD

**NEW!**
**March 9, 2021 9:30-10:30am – KS WIC Webinar:** Addressing Vaping with Parents
Register Now
Webinar Description: Have you heard this from your clients? “Well vaping is better than regular cigarettes right?” Learn tips for communicating that vaping use is not safe during pregnancy, and that there are many benefits to children when they are not exposed to vaping and tobacco use. Referral to the Kansas Tobacco Quitline will also be addressed.
Speaker: Lisa Frey Blume
NEW!

Kansas Tobacco Cessation Help (KaTCH) Training

Register Now

This free, newly revised tobacco cessation training is a self-paced course that guides you through seven modules each ranging from 15-30 minutes. The training also offers CME, CNE and CPE credits for professionals.

This training includes new material on enhanced Quitline services, Kansas Medicaid cessation benefits, vaping, teen tobacco use, behavioral health and Quitline counseling call samples.

See flyer at the end of this I-Memo for more information. Rack cards promoting KaTCH and all other tobacco education materials can be ordered here.

**ACTION REQUIRED:** Share with staff.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

**Items included below and/or provided as separate documents:**

Your Money You Earned It Now Claim It flyer – English and Spanish
KS Tobacco Cessation Help (KaTCH) Training flyer
Tobacco use is the leading preventable cause of disease, disability, and death in Kansas. As a health care provider, you can help.

- **FREE** online courses – offers CME, CNE and CPE credit for health care professionals.
- Structured into 7 learning modules each ranging from 15-30 minutes in length to complete the series over time.
- After completing each module, complete the evaluation and collect the certificate.
- Listen to a sample coaching interaction.
- Information on how to access additional cessation trainings and resources to help your patients quit.

To view the training, please visit:  
http://quitlogixeducation.org/kansas/
The Kansas Tobacco Quitline is a program of the Kansas Department of Health and Environment.

Modules for this training include:

• Medicaid and Quitline Benefits
• Ask. Advise. Connect.
• Special Quitline Programs
• Behavioral Health Population
• Chronic Diseases
• Vaping 101
• Preventing and Treating Vaping

KanQuit!
1-800-QUIT-NOW (784-8669)
KSquit.org

The Kansas Tobacco Quitline is a program of the Kansas Department of Health and Environment.