KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2021-08

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: 5/28/2021

RE: BFPC June Webinar
Affidavit Reimbursements & Submitting Affidavits
Adjustments to Affidavit of Expenditures
LA Guidance for wichealth.org Completed Lessons to Auto-document in KWIC
New Nutrition Assessment Process – Training Now Available!
New! Kansas WIC Coordinator Training Plan in KS-TRAIN
WIC Advisory Committee – Call for Agenda Items and Minutes for April 27 meeting
Response to Questions from Zoomin’ with WIC Coordinators 4/14/21
Educational Opportunities

BFPC June Webinar
The next BFPC and BFPC Supervisor webinar will be on Wednesday, June 2, 2021 1-2pm.
This webinar will be on Zoom.

ACTION REQUIRED: All BFPCs and BFPC Supervisors, please save the date for the webinar. Agenda and zoom link will be emailed out a week before.

Affidavit Reimbursements & Submitting Affidavits – State Fiscal Year End
Due to the State Fiscal Year (SFY) coming to a close, the State’s SMART accounting system will be unavailable to process affidavit reimbursements for several weeks, so reimbursements may be delayed for this reason.

Please continue to submit your affidavits to the State Agency as usual to KDHE.KSWICFiscal@ks.gov. The affidavits will be reviewed and submitted to the fiscal department for reimbursement as soon as the SMART system is back up and running for the new SFY.

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.
**Adjustments to Affidavit of Expenditures**

**Mileage Rate**
Just a reminder that the maximum WIC reimbursement mileage rate for 2021 is $0.56 per mile. Please check that your affidavit reflects the appropriate amount for reimbursement and adjust it if necessary.

**RD Consultant**
According to policy [ADM: 02.03.00](#), the line item for the RD Consultant should follow the same rules as the “Salaries” section by entering:

- Personnel Name
- Total Hours Worked
- WIC hours
- Time Period
- Salary breakout amongst the four cost categories

If your county is not including amounts in the columns mentioned above, please adjust the affidavit for future submissions.

**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.

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**LA Guidance for Ensuring wichealth.org (WICHealth) Completed Lessons Auto-document the Client’s KWIC Record**

The functionality has now been turned on in KWIC to allow completed lessons to be auto-documented in KWIC. There have been many issues in setting this up because most clients had their Client ID as their WICHealth.org account number instead of their eWIC ID, which is what is needed for this functionality to work. We have corrected some of these IDs but there were far too many to do all. Here are some instructions for what to do when a client wants to complete a WICHealth lesson.

A client has chosen to complete a WICHealth lesson. Ask the client if they already have a WICHealth account.

1. If yes, LA staff should find out if the account was already set up using the family’s eWIC ID.
   a. Clients can check this by logging into their WICHealth account, pulling up the Profile page and check the ID number they used.
   b. Staff can check by clicking on the “View Certificate” button in a lesson completion email. Once that is selected, wichealth.org should open. The Certificate of Completion shows the ID used for that account and for whom the class was completed. Or staff can use their WICHealth Staff Account to look up...
the client by the ID for the account, email, or username and look at Certificates of Completion for any completed classes.

2. If no, the client can set up an account (link to instructions). The client should use their eWIC family ID number (not client ID) when setting up the account. The eWIC family ID number is located on the Demographic screen in KWIC.

If the WICHealth account ID number needs to be changed, the client can change the ID (originally used) to their eWIC family ID by pulling up their WICHealth Profile page and changing the ID number to the eWIC family ID number. If the client is changing the ID number, staff could ask the client if they can change the ID number while they are on the phone or at the clinic.

For more information please see KWIC 4.5 Release webinar and Online Nutrition Education documents here.

**ACTION REQUIRED:** LA staff should follow these instructions when a client wants to complete a WICHealth lesson and staff would like lesson completion to be documented in the client’s KWIC record. This information should be shared with all staff who are involved with client nutrition education.

**New Nutrition Assessment Process – Training Now Available!**
(Repeated from Mass Email sent 5/5/21.)
If you’ve been keeping up with the announcements in the February, March and April I-Memos, you are hopefully getting excited to soon burn up those Diet Questionnaires (DQs) and replace with the new Nutrition Assessments Process!

The **Nutrition Assessment Committee** has worked hard to plan an exciting, informative and helpful webinar training for you all! We will be hosting several live webinar dates (1 ½ hours) to choose from starting in June. (No CPEUs available for this training.) Can’t attend a live webinar? No worries, a recording will be available for you.

Click on your preferred webinar date below to register:

- **W 6/16 9-10:30am**
- **Th 6/24 3-4:30pm**
- **T 6/29 9-10:30am**
- **W 7/7 12-1:30pm**
- **M 7/12 3-4:30pm**
- **Th 7/22 12-1:30pm**
- **T 8/3 3-4:30pm**
- **W 8/18 9-10:30am**
- **T 8/31 12-1:30pm**
- **W 9/15 9-10:30am**
- **W 10/6 9-10:30am**
- **Th 10/21 12-1:30pm**
Please see the new Nutrition Assessment Tools [here](#). We will be reviewing these during the training. Also, we will soon have a new online Nutrition Risk Factor Manual. Don’t worry, there won’t be any risk factor changes at this time—just a whole new easy-to-use format!

**TIP:** If you haven’t already, you might want to complete the Molly Kellogg Motivational Interviewing for WIC online Training Modules (11 total—best spread out the modules and practice in-between modules if possible). While not required, the skills you learn from that training will greatly help you implement the new Nutrition Assessment Process!

**Here is how to access the Molly Kellogg Motivational Interviewing for WIC program:**
1. Go to [www.mollykellogg.com](http://www.mollykellogg.com)
2. Under the “programs” tab click on “WIC Step by Step Log on”
3. The password is: WIC cares

Once you view the webinar training (live or recorded) you can begin using the new process. Remember, all agencies will be given plenty of time to implement this new process (by January 1, 2022).

For existing completed diet questionnaires, follow the record retention policy [ADM 03.01.00](#):
“All supporting documentation and records shall be retained for four (4) years (current Federal Fiscal Year plus prior 3 Federal Fiscal Years). The only exception is for Voter Declination forms, which only have to be retained for two (2) calendar years.”

**ACTION REQUIRED:** Please share with staff and register for a live webinar or plan to view a recording.

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**New! Kansas WIC Coordinator Training Plan in KS-TRAIN**
A talented group of local agency WIC Coordinators and state staff is proud to announce the launch of the new Kansas WIC Coordinator Training Plan in KS-TRAIN as part 1 of 2 in the New WIC Coordinator Mentor Program. The new training plan consists of 10 modules geared to equip brand-new WIC Coordinators with essential information they need to get started. The new Training Plan number is #5089 and the 10 courses with course numbers include:
- Quick Start Guide (#1097077)
- WIC Roles and Staffing (#1097078)
- Affidavits 101 (#1097079)
- Which Reports Should I Run? (#1097080)
- Tough Issues (#1097081)
- Inventory: Equipment, Cards and Pumps (#1097082)
- Maintaining and Building Caseload (#1097123)
- Management Evaluations (#1097125)
Vendor Management (#1097126)
BFPC Program (#1097127)

New WIC Coordinators starting after May 1, 2021 will be required to complete this training plan, but anyone is welcome to do it! Or, you can just complete certain courses of interest, too, any time.

Part 2 of the New WIC Coordinator Mentor Program is the mentor piece, matching new WIC Coordinators with experienced WIC Coordinator Mentors who can provide guidance and support. Stay tuned for when that part is ready to go!

A very special thank you to the New WIC Coordinator Mentor Program Planning Committee who has been working on this project for over a year!

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency</th>
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<tbody>
<tr>
<td>Heather Peterson, RD, LD</td>
<td>Reno</td>
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<tr>
<td>Kay Powell, RD, LD, CBE</td>
<td>Shawnee</td>
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<tr>
<td>Kelli Waggoner, BSN, RN</td>
<td>Cowley</td>
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<td>Lisa Medrow, RDN, LD</td>
<td>State Agency</td>
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<td>Patrice Thomsen, MS, RD, LD</td>
<td>State Agency</td>
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<tr>
<td>Tiffani Krause, RN</td>
<td>Seward</td>
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<td>Tracy Sabo, MS, RD, LD</td>
<td>Konza</td>
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ACTION REQUIRED: If you are a new WIC Coordinator starting after May 1, 2021, you are required to complete this training plan. Please indicate when you email KDHE.WICStaffChange@ks.gov for new employee training if someone is the new WIC Coordinator. If you are a “more experienced” WIC Coordinator interested in taking the new WIC Coordinator Training Plan or any of its individual courses, please do!

WIC Advisory Committee – Call for Agenda Items and Minutes for April 27 meeting
The next WIC Advisory Committee conference call is Tuesday, July 27, 2021 at 9:00 AM. Please submit agenda items to your WAC representative or Patrice Thomsen by July 16, 2021. You can find your representative name and contact information on the WIC Advisory Committee page of the Kansas WIC website. As a reminder, questions about policy implementation should be directed to your agency’s assigned state staff member. Alternates are also invited, but may choose not to attend, unless notified that your Representative will not be attending. The facilitator for the July call is Christy Rogers, from Cloud and Clay counties.

The minutes for the April 27 meeting are still in the process of being approved but should be posted here in early June.

ACTION REQUIRED: Submit agenda items by July 16, 2021 to your WAC representative or Patrice Thomsen. Review April 27, 2021 minutes when posted in early June. Contact Patrice Thomsen with questions at patrice.thomsen@ks.gov or 785-296-1189.
REVISED Response to Questions from Zoomin’ with WIC Coordinators 4/14/21

There were a couple of questions from the Zoomin’ with WIC Coordinators meeting on 4/14/21 that we wanted to respond to in an I-Memo for all staff to read.

1. Can Mid-Certs be conducted remotely permanently (after COVID waivers are lifted)?
   Answer: No. The SA will not be changing its policy on conducting Mid-Certs in-person. See policy CRT 03.04.00 Mid-certification Appointments for details.

2. Once we start seeing clients in-clinic again, do we have to do ALL heights/weights/hemoglobins at their first in-person visit (e.g. NEI) or can it wait until the next Cert/Mid-Cert?
   Answer: It can wait until the next Cert/Mid-Cert, but please use your professional judgement and take heights/weights/hemoglobins as you see critical, and especially consider for high risk RD appointments.

3. Can one signature be collected for all of the forms not signed during the pandemic?
   REVISED Answer: Yes! See the May P-Memo for the policy and form. It has been determined that there is no need to “catch up” on signatures missing from the past. Once the clinic begins seeing clients in person, simply obtain signatures from that point going forward as per normal practice.

ACTION REQUIRED: Share with staff.

Educational Opportunities

All educational opportunities are posted to the KS WIC Training Webpage and are updated monthly. See Educational Opportunities – Updated May 2021.

Budget Guidance will be coming out soon. Be sure to read guidance on training-related expenses. A virtual KS WIC Statewide Conference will be in the spring of 2022 at no cost. We anticipate the NWA Nutrition and Breastfeeding Conference to be held in September 2022, so if you would like to attend that or any other training, please be sure to include estimated expenses in your budget.
NEW!
Register Now
Webinar Description: Some picky eating is a natural part of development. But there are things parents can do (and avoid doing) in the first few years of life that will help shape their child's preferences and eating habits for years to come. This webinar will cover what research tells us about picky eating and what parents can do right now to help their children grow into confident (and maybe even adventurous!) eaters.
Speaker: Sally Kuzemchak, MS, RDN
Sponsored by Kansas Beef Council
RNs and Kansas LDs eligible for 1.0 CPEU if attend live event and login individually.

NEW!
Register Now
Description: This educational training webinar is open to all WIC staff and all Home Visitors. Learn what cross-program collaboration is and how to do it!
Speakers: Kelli Mark, MPA; Carrie Akin; Casey Florea, MS, RDN
(This webinar is not eligible for CPEUs)

View Previous Webinar Recordings
View previous KS WIC Webinar recordings and access handouts and resources 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: