eWIC Card Reorder Deadline – March 11
It is time for the semi-annual eWIC card re-order. LAs needing additional cards to allow a sufficient number for issuance to clients through October should order now. Calculate the amount you will need and send them to the State WIC Office no later than March 11 to allow time for the cards to be shipped by May 1. The amount you order needs to be in increments of 250.

ACTION REQUIRED: Send the number of cards needed to Randy Volz at Randy.Volz@ks.gov no later than March 11, 2022, to ensure timely delivery of cards. Contact Randy if you have questions.
Vendor Contract Renewal, Vendor Training and Monitoring

Contracts for WIC Vendors in Vendor Management Group 1 (Anderson, Barton, Cheyenne, Clark, Decatur, Dickinson, Douglas, Finney, Ford, Franklin, Geary, Gove, Graham, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearney, Lane, Leavenworth, Linn, Logan, Marion, Meade, Morris, Morton, Ness, Norton, Pawnee, Rawlins, Rice, Rush, Scott, Seward, Sheridan, Sherman, Stafford, Stanton, Stevens, Thomas, Trego, Wallace, Wilson, Woodson, Wyandotte) will expire this federal fiscal year (September 30). Vendors in these counties will need to receive face-to-face training and monitoring visits from their Local Vendor Manager. Visits should be conducted and entered in KWIC no later than August 1, 2022. All related paperwork should be scanned and emailed to KDHE.VendorWIC@ks.gov by August 1, 2022. Paperwork can also be faxed to 785-559-4243. Please note: the face-to-face training can be conducted virtually since this method allows interaction between the trainer and store staff.

The monitoring forms and training power point have been emailed to the local vendor managers in the counties listed in Vendor Management Group 1. If your clinic has not received this email, please notify KDHE.VendorWIC@ks.gov.

You may also access the required forms on the WIC website:

MONITORING FORM: https://www.kdhe.ks.gov/DocumentCenter/View/11723/Vendor-Monitoring-Form-PDF.

PRODUCT INVENTORY FORM: https://www.kdhe.ks.gov/DocumentCenter/View/11729/WIC-Product-Inventory-PDF.
MINIMUM STOCK EXEMPTION FORM:
https://www.kdhe.ks.gov/DocumentCenter/View/11706/Minimum-Stock-Exemption-Form-PDF.

The power point that should be used for training contains the federally required elements and is also available on the website:
eWIC Vendor Training PowerPoint Presentation (PPTX).pptx (live.com)

Non-Contract Renewal Vendor Training and Monitoring: All other vendors in Vendor Management Group 2 & 3 (those counties not listed above), will complete the required annual training using the Annual Vendor Training Newsletter provided and distributed by the State Agency. The newsletter will be available on the vendor page of the Kansas WIC website this spring. At least 10% of the vendors in non-contract renewal counties must be monitored using the paperwork provided in the links above. If you are unable to access the required forms please notify KDHE.VendorWIC@ks.gov. Local vendor managers must enter monitoring visit information into KWIC by August 1, 2022 and scan and email or fax the monitoring paperwork to KDHE.VendorWIC@ks.gov.

ACTION REQUIRED: Complete the required face-to-face training and monitoring as outlined above. Retain a copy of the paperwork for local vendor files and email/scan copy of the paperwork to KDHE.VendorWIC@ks.gov, or fax to 785-559-4243. Direct questions regarding training and/or monitoring to KDHE.VendorWIC@ks.gov.

Reminders - Staff Training, KWIC Security, and SA Mass Email Communication
It is useful to review this policy ADM 11.00.00 Local Agency Staff Training – New Employees.

Q: Who do I contact?
A: It is best to use KDHE.WICStaffChange@ks.gov to report things such as staff changes, request training for new or existing staff, report completion of training, request new KWIC security clearance, or request security deletion for a departed staff member. Several State Agency staff members are in a group to receive those emails because different staff members handle training versus security requests. When you have a new employee, always send an email to get training information, even if you have had a different recent new employee and still have that training information.

Q: How do I know what security clearance my new employee needs?
A: See policy ADM 07.02.01 KWIC Staff Access and Roles. It is easy for most to think “BFPC, Clerk, RD, RN.” Think about KWIC Administrator and Local Vendor – does your new employee also need that access?

Q: I did not get done within the month and now my password for the online training clinic don’t work. What now?
A: The modules with “Skillbuilder” in the title require using the online (fake) training clinic. They are assigned month by month. As soon as you know that you’ll need to continue into the next month, send an email to KDHE.WICStaffChange@ks.gov and ask. Sometimes a second
month will already be provided in the original training email, e.g. if the new employee is starting very late in the month or the supervisor asked to have two months assigned. Because there are a limited number of accounts for the online training clinic, we don’t automatically assign multiple months for a new employee unless we know the employee will be using the online training clinic.

Q: What do I do when my employee is done with the Level 1 Training Plan?
A: Go back and read the email sent about training.
   • It includes what information to send to the WIC Staff Change email with the Level 1 Training Plan certificate from KS-TRAIN.
   • Most security clearance types have a Level 2 Training Plan. If so, the training email will also include information about it and to send the certificate to the WIC Staff Change email when complete.

Q: Shouldn’t the WIC Coordinator be the only one to have KWIC Administrator security clearance?
A: No. KWIC Administrator role permission allows the person to do many things related to WIC clinic staffing, setting up the calendar and equipment inventory. It also allows the person to add things like LA-specific handout titles. Clinics should have at least two people with KWIC Administrator permission so there is less likelihood that the KWIC Administrator is absent when a change is required.

Q: Why do I get the wrong course when I look in Kansas TRAIN with the ID # from the training email?
A: Be sure to find the search field specifically for Training Plans. (The training email template has recently been revised to clarify using search for Training Plans instead of Courses.)

Q: Why do some of my staff not get the mass emails about I- and P-Memos being posted to the website?
A: See policy ADM 07.03.00 Maintain Clinic Information. The State Agency uses KWIC to pull a list of email addresses. If you want
   1. The employee must have some kind of KWIC security clearance or they will not be in KWIC.
   2. Someone in the local agency with KWIC Administrator clearance must go into Clinic Admin/Staff Directory and:
      a. Retrieve the employee record and enter the employee’s email on that person’s Detail page. (While you are at it, enter job title, phone number and any useful info in the Notes field.)
      b. Use the mover box on the Qualifications page. This box was originally just designed to identify staff roles, such as WIC Coordinator. Now it is also used to pull names for any mass emails that the SA wants to send. Move any Qualification for which you’d want the employee to be included if there was a mass email. Usually it is to the whole I & P Memos list. Sometimes it might be limited, for example something to just WIC Coordinators or just BF Coordinators. Because of that a WIC Coordinator might move the Qualification of WIC Coordinator for their own name plus for the name of another backup person. It is a local decision if you want everyone to have I & P memos moved over so they all get included in those mass emails. It is also acceptable to have a couple of
people with the I&P Memo qualification if the local procedure is to just forward
the information to the rest of the WIC staff.

c. Edit emails when the local agency changes emails.

Finally, please read the training email carefully and save it. Training plans have a Level 1 and a
Level 2. We’ve designed it so that a person can obtain the security clearance and access KWIC
after just Level 1. We made the difficult decision to allow KWIC access after Level 1 knowing
that the training is very long and clinics need staff to start working. Please, please, please
immediately continue the Level 2 training and submit the Level 2 Training Plan certificate when
complete. Those are important modules too. We’re finding that state staff often must look back
in records and remind LA staff to complete Level 2. We would hate to have to go back to
requiring staff to complete all of the modules before asking for KWIC access.

**ACTION REQUIRED:** Use this information when you have needs related to staff training,
KWIC security, and State Agency mass email communication. Contact Patrice Thomsen with
questions. [Patrice.thomsen@ks.gov](mailto:Patrice.thomsen@ks.gov)

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**WIC Shopper App Brochure replenished and available via Brush Art**
The Kansas WIC Shopper App brochure has been replenished and available to order
through [brushartwicmaterials.com](http://brushartwicmaterials.com). Feel free to reach out to Jodie or Jake at Brush Art if
you have any trouble placing an order.

[jbeisner@brushart.com](mailto:jbeisner@brushart.com) or [jakebrush@brushart.com](mailto:jakebrush@brushart.com)

**ACTION REQUIRED:** Share with all staff members who may be responsible for ordering the
WIC Shopper App brochure.

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**BFPC Annual Training Requirement**
Breastfeeding Peer Counselors are required to complete an annual breastfeeding training through
a class or conference within the federal fiscal year. The current federal fiscal year runs from
October 1, 2021 through September 30, 2022. Pre-approved trainings for the current fiscal year
include the Kansas Breastfeeding Coalition Breastfeeding Conference hosted in October 2021,
and the new USDA Breastfeeding Training Platform.

If the peer counselor has not completed one of the trainings yet they will need to find an
alternative class or conference. The agenda for these trainings will need to be approved by the
State Agency Breastfeeding Peer Counselor Coordinator, Casey Florea, before attendance.
Submit agendas to [cassandra.florea@ks.gov](mailto:cassandra.florea@ks.gov).

**ACTION REQUIRED:** Share with peer counselors and peer counselor supervisors. Submit
agendas or any questions to Casey Florea at [cassandra.florea@ks.gov](mailto:cassandra.florea@ks.gov).
Reminder – Target Expenditures for Nutrition Education and Breastfeeding Support

Policy ADM 02.02.00 Annual Budgets states: “At least one-sixth (16.7%) of the total WIC allocation must be spent on Nutrition Education. A specified amount must also be spent on Breastfeeding Promotion and Support activities.”

These target expenditures are part of a PDF titled “Participation and Allocations” that is sent to Local Agencies every year along with a blank contract. This document also includes the LA’s Assigned Participation and Approved Budget Allocation for the upcoming Federal Fiscal Year.

While most agencies are meeting the Breastfeeding Promotion and Support target expenditure, nearly half of Local Agencies are not meeting the Nutrition Education target expenditure.

Costs allowable as Nutrition Education are found in Policy ADM 02.03.01 Allowable Costs – Cost Categories:

The cost of nutrition education counseling and supplies at the time of a WIC certification and secondary contacts including:

1. Salary and benefits for services related to nutrition education.
2. Educational materials such as handouts, flip charts, videos, food models or other teaching aids directly related to nutrition education and given to WIC clients.
3. Equipment used in providing of nutrition education to WIC clients, including but not limited to VCR’s, DVD players, etc.
4. Postage for mailing nutrition educational materials to WIC clients.
5. Training WIC nutrition educators to ensure competent staff and quality services are provided.
7. Monitoring WIC nutrition education activities.
8. Providing translators and interpreters for nutrition education.
10. Collaborating with Head Start, EFNEP, etc. regarding nutrition education for WIC clients.
11. Teaching aids that are given to WIC clients that support nutrition education messages in an approved Nutrition Services Plan and for which prior written approval has been obtained from the SA.

ACTION REQUIRED: Notify WIC staff who are involved in providing Nutrition Education for WIC participants, as well as any staff who provide affidavits to the State Agency. If you do not know your county’s target expenditures and cannot locate the Participation and Allocations PDF or if you have other questions, please contact Linda Speirs at (785) 291-3134 or by email at linda.speirs@ks.gov.

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

There are no items included below and/or provided as separate documents.