TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: May 16, 2022

RE: DUNS Transition to UEI
Budget Template and Checklist FFY2023

**DUNS Transition to UEI**
On April 4, 2022, the Federal government transitioned away from the use of the DUNS Number and toward the new Unique Entity ID (UEI) as the primary means of entity identification for Federal awards. Per regulation 2 CFR Part 25 *Universal Identifier and System for Award Management*, it is expected that Local Agencies (subrecipients) have a UEI and provide it to the State Agency (recipient) to receive federal funds as is stated in Subpart C, 2 CFR 25.300.

**Subpart C – Recipient Requirements of Subrecipients**
2 CFR 25.300 Requirement for recipients to ensure subrecipients have a unique entity identifier.

(a) A recipient may not make a subaward to a subrecipient unless that subrecipient has obtained and provided to the recipient a unique entity identifier. Subrecipients are not required to complete full SAM registration to obtain a unique entity identifier.

(b) A recipient must notify any potential subrecipients that the recipient cannot make a subaward unless the subrecipient has obtained a unique entity identifier as described in paragraph (a) of this section.

It is our understanding that it’s not difficult to obtain a UEI, and the SAM.gov system is rather user-friendly.

For those registered in SAM.gov, you should have already been assigned a new Unique Entity ID and it should be viewable in your SAM.gov entity registration record. Staff can go to fsd.gov and select the green “Help on UEI Transition button” to learn more.

If you have questions, please contact Linda Speirs linda.speirs@ks.gov or Randy Volz randy.volz@ks.gov.
ACTION REQUIRED: Each Local Agency must provide State Agency (SA) with the new UEI in order to receive future Affidavit reimbursement. Please provide this information on the Budget Template and Checklist FFY2023, which is due by July 15, 2022. Local Agencies who fail to comply risk not receiving reimbursement from SA.

Budget Template and Checklist FFY2023

The FFY2023 budgets are due July 15, 2022. The budget and affidavit expenses need to align for faster processing of the affidavit. The policy to assist in completing the budget can be found on the Kansas WIC website at: ADM 02.02.00 Annual Budgets.

The FFY2023 WIC Local Agency Budget is an Excel file that consists of two pages and is available on the Kansas WIC website. It is in the “Forms/Administrative Materials” section at the following link: https://www.kdhe.ks.gov/DocumentCenter/View/23124/Budget-Template-and-Checklist-FFY2023-XLSX.

Local Agencies must use the “Budget Template and Checklist FFY2023” template. The template is an Excel spreadsheet, which should be opened and saved to your computer.

The Excel spreadsheet contains several worksheets that can be used to help fill out the budget, as well as the budget form itself. These worksheets are as follows:

- Worksheet A – Estimating Monthly Participation - Budget Heading
- Worksheet B – FTE & WIC% / BFPC% - Section I, Employee Services
- Worksheet C – Estimated Reimbursement – Section V, Additional Information and Signatures

These worksheets provide examples and actual charts that can be used to fill out various areas of the budget form. Local Agencies are not required to use the worksheets and can key the information in by hand but are encouraged to review the worksheets to make sure the information that is being entered by hand is what is being requested on the worksheets.

The worksheets contain formulas in various places and that information will automatically transfer to the budget document. Additional lines can be added to the various sections. When adding additional lines to the budget form, be sure to check the formulas in the overall totals in each section to ensure that the totals are capturing all the additional rows that you have added.

The Excel file also contains a sample budget, which can be used as a reference.

Finally, the Excel template contains a budget checklist that must be submitted with the budget. The checklist should be printed and reviewed prior to completing the budget.

Additional information to consider in preparing your budget:

- Local Agency WIC staff are required to complete at least two hours of training OR two different training opportunities yearly that directly relate to their job duties, plus annual Civil Rights training. (See policy ADM 11.01.00) Agencies can meet this requirement through no-cost trainings such as the Kansas WIC Statewide Conference, webinars, and
staff in-services. There will be no Kansas WIC Statewide Conference in FFY 2023. We plan one for FFY 2024.

- If LA staff want to attend any of these additional trainings for a fee, please include the expense in your budget:
  - National WIC Association (NWA) Conference,
  - KS Academy of Nutrition and Dietetics conference,
  - KS Nutrition Council conference,
  - Kansas Breastfeeding Coalition (KBC) conference,
  - or some other type of training that would be good for WIC staff to attend

Refer to prior years’ conferences to determine the approximate costs needed for your budget.

- Annual continuing education is required for both BFPC supervisor and the BFPC. BFPCs and BFPC Supervisors are encouraged to attend the annual KBC Conference. The FY23 KBC Conference is anticipated to occur in person in Wichita over two days in October 2022. If unable to attend, please send the SA BFPC Coordinator the agenda of another conference you would like to attend for pre-approval. Be sure to include approximate expenses in your budget. BFPC travel and conference registration costs come from regular NSA (WIC) funds and BFPC salaries and fringes come from BFPC funds. BFPC Supervisor salaries and fringes can optionally come from BFPC funds depending on the discretion of the Supervisor.

- All of the estimated training costs for WIC and BFPC staff should be placed in Section III: Agency Operations and Program Supplies on the WIC Local Agency Budget spreadsheet for the line item “Conference/Training.”

- BFPC expenses such as office supplies, cell phones, trainings etc. should be placed in Section III, Agency Operations and Program Supplies of the budget. Refer to the Annual Budget policy.

- BFPC programs should include their BFPC Program Evaluation forms with their budget request: [http://www.kdhe.ks.gov/documentcenter/view/11760/breastfeeding-peer-counselor-program-annual-evaluation-pdf](http://www.kdhe.ks.gov/documentcenter/view/11760/breastfeeding-peer-counselor-program-annual-evaluation-pdf)

- Staff interested in becoming an IBCLC should determine the approximate costs and include them on the training line of the budget.

- The National WIC Association (NWA) dues are paid by the State Agency. Do not include this expense on your budget.

- It is recommended that program staff discuss funding needs for future Nutrition Education and Breastfeeding action plans and funding for special projects that coincide with their NSP. Include these expenses on the Educational Supplies line.

If you have questions or need additional help, please contact Linda Speirs at linda.speirs@ks.gov.

**ACTION REQUIRED:** Notify all WIC staff, as well as other Health Department or County staff who are involved with developing the WIC/BPFC Budget. The budget and all the supporting documentation are due by **July 15, 2022**. We highly encourage you to watch the **“Budgets 101” webinar**.
If you have any questions regarding this memo, please contact the state staff member assigned to your agency.