KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2022-10

TO: Parent and Sub-Agencies
FROM: Dave Thomason
Nutrition & WIC Services Director
DATE: July 13, 2022
RE: Budgets Due
3rd Quarterly Time Studies Due
Reminder – Affidavits
SNAP/WIC Collaboration
Breastfeeding Peer Counselor August Meeting
New Purchase History in WIC Shopper App
WIC Advisory Committee – Call for Agenda Items for July 26 meeting
WIC Advisory Committee: New Member Selection for Calendar Year 2023
Training – No Access to Fake Training Clinic
Education Opportunities

Budgets Due
The FFY2023 budgets are due July 15, 2022. No exceptions have been granted. The budget and affidavit line item titles need to align for faster processing of affidavits. The policy to assist in completing budgets can be found on the Kansas WIC website at: ADM 02.02.00 Annual Budgets.

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

ACTION REQUIRED: If your agency has not yet turned in a budget, please notify 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 need to be turned in as soon as possible.

3rd Quarterly Time Studies Due
This is a friendly reminder that time studies for the third quarter of FFY2022 are due on July 20th. According to the LA Contract and Policy ADM 02.03.03 Local Agency Time and Effort Reporting, time studies should be submitted for all salaried/hourly/contracted employees funded in total or in part by WIC funds. Time studies should contain a minimum of one month per quarter, show ACTUAL time being paid, and coincide with the affidavit for that month.
**ACTION REQUIRED:** Notify WIC staff, as well as other Health Department or County staff who are involved with providing time studies to the WIC Program. All time studies, including FFY2022 quarters not previously submitted, should be sent to KDHE.KSWICFiscal@ks.gov.

**Reminder – Affidavits**
Affidavits are due on the 20th of the month following the reporting period, for instance June affidavits are due July 20th. Several Local Agencies are behind in submitting affidavits or corrections and some are regularly turning affidavits in late. Missing affidavits go as far back as April. Corrections outstanding go as far back as January.

When submitting affidavits, and other fiscal documents, please label them with the file name of: Local Agency, month and year, and item being submitted. All fiscal documents should be emailed to KDHE.KSWICFiscal@ks.gov for quicker processing.

**ACTION REQUIRED:** Remind WIC staff, as well as other Health Department or County staff, who are involved with providing affidavits to the WIC Program. Please make sure all affidavits and corrections are submitted in a timely fashion.

**SNAP/WIC Collaboration**
DCF and KDHE working in partnership received a grant from Share Our Strength and the American Public Human Services Association (APHSA) to design and build a sustainable process to improve cross-enrollment for families eligible for both the Supplemental Nutrition Assistance Program (SNAP) and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

The agencies have been working with business partner, Accenture, to develop a process to compare the two separate databases of program participants and create a multi-channel marketing plan to educate and inform currently enrolled families about the programs.

Per the interagency agreement and Share our Strength grant agreement, Accenture created a ‘data lake’ to combine data from SNAP and WIC, so the information could be analyzed. Using this information, families in Finney, Ford, Geary, Grant, Sedgwick, Seward and Wyandotte counties who are enrolled in one, but not both, programs will begin receiving text messages and emails once a week for 12 weeks. A direct mail piece will also be distributed between weeks 4 and 7 of the campaigns. Both DCF and KDHE will also post messages to their agency’s Facebook pages weekly for 12 weeks. Information regarding WIC will begin to go out around August 1st. We would like to track new applicants in KWIC as indicated in Action Required and the screen shot.

**ACTION REQUIRED:** Advise all staff to be aware that promotions are going out by Accenture and there may be an increase in applicants. As new applicants are processed, please indicate on the Referral To screen if they heard about WIC from the promotion. Use the new choice in the
Sources of Client’s Referral to WIC dropdown: #WIC/SNAP Outreach Project 2022. Adding a note if it was by email, text, or social media is optional.

**Breastfeeding Peer Counselor August Meeting**

The next BFPC and BFPC Supervisor meeting will be on **Wednesday, August 3, 2022 1-2pm.** This webinar will be on Zoom.

**ACTION REQUIRED:** All BFPCs and BFPC Supervisors, please save the date for the meeting. A meeting link will be emailed out a week prior. Contact Casey Florea at cassandra.florea@ks.gov with any questions.

**New Purchase History in WIC Shopper App**

The WIC Shopper App now has a Purchase History feature. Clients can select 'Purchase History' and view their last 3 months of WIC redemptions. The feature shows the date, time and location of each shopping and detailed item redemptions that took place. See screenshot sample.

**ACTION REQUIRED:** Notify staff. Inform clients as desired/possible.

**WIC Advisory Committee – Call for Agenda Items (7/26/22)**

The next WIC Advisory Committee conference call is Tuesday, July 26, 2022 at 9:00 AM. The facilitator for the July call is Cheryl Goetz, from Gove County. **Please submit agenda items to your WAC representative or Patrice Thomsen by July 15.** 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.

**ACTION REQUIRED:** Submit agenda items by July 15.

**WIC Advisory Committee – New Member Selection for Calendar Year 2023**

As detailed in [PPM ADM: 09.00.00 - WIC Advisory Committee], (WAC) Regional LA representation rotates among the WIC agencies. Instead of regional elections, the WIC Coordinators of the designated agencies are responsible for selecting the regional representative and an alternate. Every other year new agencies are responsible to select the new WAC member for their region. Refer to the policy for a list of which agencies are included in each region. See the following clip from the policy.
For CY 2023, the highlighted row shows the assigned agencies to select new WAC members. Members that started in CY 2022 remain on WAC for a second year.

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<thead>
<tr>
<th>Serve starting CY</th>
<th>North Central</th>
<th>Northeast</th>
<th>South Central</th>
<th>Southeast</th>
<th>Northwest</th>
<th>Southwest</th>
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<tbody>
<tr>
<td>2023</td>
<td>Osborne (&amp; subs)</td>
<td>Riley</td>
<td>Cowley</td>
<td>Harvey</td>
<td>Meade (&amp; subs)</td>
<td>Seward</td>
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Current WAC members can be found here: [https://www.kdhe.ks.gov/1247/WIC-Advisory-Committee](https://www.kdhe.ks.gov/1247/WIC-Advisory-Committee)
**ACTION REQUIRED:**

**Notice if you are a Coordinator from the CY 2023 highlighted row.** The Coordinators from the CY 2023 highlighted row are to:

1. Contact Patrice Thomsen with questions. 785-296-1189 [patrice.thomsen@ks.gov](mailto:patrice.thomsen@ks.gov)
2. Communicate with each other in their respective region to select the new WAC Representative and Alternate. Remember that the Coordinators from the highlighted agencies can choose to be the WAC representative and alternate, or the rep and alternate can be from a single agency, or the coordinators can find a rep and alternate from a different agency in the region.
3. Be sure that new Representatives and Alternates know about the January 24, 2023 conference call meeting.
4. By November 1, notify Patrice Thomsen, at the State Agency, of new Representative and Alternate: name, email address, and telephone number.

**Training – No Access to Fake Training Clinic**

In late June we learned that we will no longer be able to have multiple “accounts” for the fake training clinic. Training emails sent for new staff will explain, but without access to the fake training clinic, employees will no longer be able to actually complete the Modules titled Skill Builders. Instead they will just open those modules in TRAIN, read over, and close again. That’s all it takes for TRAIN to consider them done anyway. By doing this, the employee will still be able to get a Completion Certificate for the whole Training Plan. We do not yet have a new plan that will enable staff to practice in KWIC. We hope to have something in a few weeks that might allow new employees to practice. In the meantime, not being able to practice means it is even more important for new staff to shadow existing staff as they work in KWIC.

**ACTION REQUIRED:** Inform staff. Watch for more information in an I-Memo or separate mass email, as well as the specific emails for new employees.

**Educational Opportunities**

Educational opportunities are posted to the KS WIC Training Webpage and are normally updated monthly, but this month there are no updates. See [Educational Opportunities – Updated June 2022](#).

- The NWA Nutrition Education and Breastfeeding conference information is included in the Educational Opportunities Updated June 2022. Emily Brinkman and Casey Florea from the State Agency will be attending. There might be an informal gathering planned for Kansas WIC staff. We’d be interested in knowing if any Local Agency Staff are attending. If so, contact Emily at [Emily.Brinkman@kd.gov](mailto:Emily.Brinkman@kd.gov).

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:**

- (None)