TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: November 16, 2022

REMINDERS:
November 20 October 2022 Affidavits are due
December 22 WIC Breastfeeding Award of Excellence due
January-June Register for USDA WIC Breastfeeding Training
Do not renew your NWA membership. The State Agency will pay for Local Agencies’ renewal.

SAVE THE DATES:
December 7, 2022 1-2 PM: Breastfeeding Peer Counselor December Meeting

RE:
Further Extension of WIC Waivers
Updated Affidavit of Expenditures
Local Agency Expenditure Tracking
Contract Signed by Secretary
New State Staff
Breastfeeding Peer Counselor December Meeting
Required USDA WIC Breastfeeding Training – 2023 Dates and Registration Info
Apply for a WIC Breastfeeding Award of Excellence for Your BFPC Program
New wichealth.org Resources Available
Wichealth’s Health eKitchen Meal Planner
Food Quantity Report Workaround Instructions
Reminder about Pin Pads, Card Readers, and Signature Pads
WIC Advisory Committee – Minutes (10/25/22) & Call for Agenda Items (1/24/23)
Policy and Procedure Links Work-Around KBC Maternal Child Benefits Specialists
Further Extension of WIC Waivers

1. Related to Covid-19. In mid-October, the Department of Health and Human Services again renewed the Public Health Emergency (PHE) Declaration, with an expiration date of January 11, 2023. **Therefore, USDA has extended the WIC waivers until April 11, 2023**, 90 days after the end of the nationally declared public health emergency.

2. Related to infant formula supply chain. USDA has extended waivers until **January 31, 2023** for issues related to infant shortages. Despite this extension, it still is important for staff to encourage caregivers of infants on standard rebate contract formulas to purchase those if available.
   a. Allowing healthy infants to get a non-rebate brand of formula with no medical reason
   b. Allowing all infants to get alternate container sizes, including those that are larger than usually allowed.
   c. Allowing state agencies to issue certain imported formulas that do not meet requirements for FDA registration.

Thank you for all you do to improve and protect the health of all WIC family members. Continue to take care of yourselves as well!

**ACTION REQUIRED:**
1. As before, continue to watch emails and/or Information/Policy Memos for either another extension or information about resuming normal procedures.
2. Continue to serve WIC clients remotely, in-person or hybrid as determined by your Local Agency.
3. Review the guidance in the September 2022 I-Memo about transitioning back to standard rebate contract formulas and reminders for clients on special formula.

**Updated Affidavit of Expenditures**

The Affidavit of Expenditures (on our website in the Forms/Administrative Materials section) has been updated. If you haven’t already, you may download a fresh copy of the affidavit to make sure all auto-calculations are working properly. The affidavit may be adjusted slightly as necessary for your local agency, with additional expenses on the “Other” lines, but please keep the basic order of expense categories as outlined to help us process affidavits more quickly.

If you enter information on the Hours tab, please note that the “PTO paid by WIC” hours do not currently transfer over to Affidavit Page 1. Please incorporate those hours into the General Administration hours instead. We will fix this error. Thank you to the Local Agency that brought this to our attention.

As a reminder, when submitting affidavits and other fiscal documents, please label them with the file name of: Local Agency, month and year, and item being submitted. This helps us keep better track of the many documents we receive.
ACTION REQUIRED:
Notify 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 Linda Speirs at linda.speirs@ks.gov.

**Local Agency Expenditure Tracking**

According to Policy ADM 02.02.00, each Local Agency (LA) should track their funding allocation to ensure that expenses stay within their budget. A Local Agency Expenditure Tracking Form can be found on the WIC website in the Forms/Administrative Materials section to help agencies with this.

**ACTION REQUIRED:**
Each WIC Coordinator should designate a person to monitor LA expenditures. This might be the person who submits affidavits to the State Agency (SA). The information from each monthly affidavit should be transferred to the Expenditure Tracking form to help Coordinators recognize if a mid-year budget revision is necessary and to determine if funds are available for purchases outside of the outlined budget. This will also help to avoid last minute spend-down requests at the end of the fiscal year.

**Contract Signed by Secretary**

Contracts for FFY2023 have been signed by the KDHE Secretary and will be emailed to each Local Agency by the end of November.

**ACTION REQUIRED:** If your agency does not receive a signed copy of the contract by December 5th, please contact Linda Speirs at linda.speirs@ks.gov.

**New State Staff**

Lizette Garcia is the new bilingual WIC Vendor Manager. She will be over contracts, monitoring and training of grocery stores. She will eventually be assigned as Team Lead over several Local Agencies. She started her State of Kansas career with the Department of Revenue several years ago and is thrilled to take on a new role with BFH in Nutrition and WIC Services. She is passionate about learning as well as providing exceptional customer service to all her clients. Lizette was born and raised in Los Angeles, CA. She enjoys nature, reading and writing. During her free time, she designs luxury children’s clothing. Lizette’s contact information is Lizette.garcia@ks.gov and 785-296-1323.

**ACTION REQUIRED:**
Please let your staff know, especially the LA Vendor Managers.
The next BFPC and BFPC Supervisor meeting will be on **Wednesday, December 7, 2022 1-2pm.** This meeting 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.

---

**Required USDA WIC Breastfeeding Training – 2023 Dates and Registration Information**

Kansas WIC, in collaboration with the Kansas Breastfeeding Coalition, will continue to offer the new USDA WIC Breastfeeding Training. As a reminder, it is a requirement from USDA that all WIC staff complete this training (the levels that everyone is required to take depends on their role within WIC – please see the chart below for reference). The trainings build upon each other, so when registering please make sure that you have completed the preceding levels first. Those that completed part of their required trainings in January and February of this year will be able to pick back up where they left off (ex: if you completed level 1 already, you may register for level 2, 3, and 4 now).

For each of the levels (except for level 1), there are multiple days required to complete the full level. **Only register for the dates if you can attend ALL sessions in the selected group.** Please select a different series of dates if you are not able to attend all in the series. Recordings will not be available. Please hold these times so you do not add something to your calendar that interferes with the dates in the selected group. **Once you have started a level, you must complete all sessions within that level.** Please plan accordingly to complete the sessions as scheduled.

You may not transfer to another session group after beginning a session (in the event of an emergency that prevents completion of the group you are registered in, contact Emily Brinkman, SA Breastfeeding Coordinator, to discuss options for completion).

Registration link (each person must register individually even if watching the training with a group) - [https://www.surveymonkey.com/r/Spring23KSWICClasses](https://www.surveymonkey.com/r/Spring23KSWICClasses)

<table>
<thead>
<tr>
<th>Training Level</th>
<th>Number of Sessions</th>
<th>WIC Staff Required to Take This Level</th>
<th>Available Dates</th>
</tr>
</thead>
</table>
| 1              | One 4-hour class (must complete before taking level 2) | ALL WIC Staff (this also means part time staff including BFPC and consultant RDs) | - Tues, Jan 31; 8 am-12 pm  
- Wed, Feb 1; 8 am-12 pm  
- Mon, Feb 27; 8 am-12 pm |
| 2              | Four 4-hour weekly classes | Breastfeeding Peer Counselors, RNs, RDs (including consultants), and DBEs |  
- Feb 7-Feb 28 (every Tues); 8 am-12 pm  
- Feb 8-Mar 1 (every Wed); 8 am-12 pm  
- Mar 20-Apr 10 (every Mon); 8 am-12 pm |
**Apply for a WIC Breastfeeding Award of Excellence for Your BFPC Program**

The local agency breastfeeding recognition program, the WIC Breastfeeding Award of Excellence, has launched. **The 2023 application period opened on October 17 and closes on December 22, 2022.** The WIC Breastfeeding Award of Excellence will be given at three levels of performance: Gold, Premiere, and Elite.

Local WIC agencies that have operated a peer counseling program for at least one year, which meets all of the required core components of the [WIC Breastfeeding Model for Peer Counseling](#) are eligible to apply.

A new online application platform is available for local WIC agencies to apply for the 2023 award. Applicants can find the [WIC Breastfeeding Award of Excellence application](#) on the WIC Works Resource System. The links to the application are at the bottom of the page.

As a reminder, awards are valid for 4 years and the count starts the year the application was awarded. Local agencies with awards prior to 2020 would need to complete a new application with all the supportive documentation for the Gold application. It is also encouraged that 2020 or 2021 awardees reapplying for a Premiere or Elite award to submit their full Gold application/documentation. The list of which local agencies meet the data criteria for the Premiere and Elite awards is not available now. That information will be forwarded once received by the state agency.

**ACTION REQUIRED:** Forward to all BFPCs and BFPC Supervisors. Contact Casey Florea at cassandra.florea@ks.gov with any questions.
An updated wichealth.org client lesson guide, staff guide, and more are available on the KDHE website. Currently, wichealth.org appointments are permitted for all client categories for low-risk, secondary nutrition education. Lessons from the following wichealth.org lesson categories will count for all WIC client categories: Mothers in Motion, Choosing Healthy Foods, Keeping Your Family Healthy, and Planning Simple Meals and Snacks. These “family” categories are denoted on the Get Started Lesson Guide on the KDHE website. Policy 02.02.00: Nutrition Education Contact — Secondary, Low-Risk is currently under revision. Please look for an update in the next P-Memo.

**ACTION REQUIRED:** Use client resources to promote wichealth.org to clients and staff resources to train staff. Encourage all WIC staff to create a wichealth.org staff account.

---

**wichealth’s Health eKitchen Meal Planner**

This information was copied with permission from wichealth’s November 2022 LOCAL Newsletter. Health eKitchen gets a new name and new features! It will soon be called The Health eKitchen Meal Planner. The new features include the ability to create personalized meals and meal plans. Participants can choose from a curated list of healthy meals using WIC foods and recipes to create daily, weekly, or monthly meal plans. The meal plans can be shared and printed!

**ACTION REQUIRED:** Interested in seeing this in action? Check out this video demonstration. If the video doesn’t work, try copying the link into a different browser. Please share with appropriate staff.
**Food Quantity Report Workaround Instructions**

There have been issues with the Food Quantity Report generating data for every vendor in the state when a single vendor has been selected from the Vendor picklist. A successful workaround has been identified that will produce the desired outcome. Type the Vendor ID in the corresponding field the system will generate a report for that store only.

**ACTION REQUIRED:** See Memo attachment for the Food Quantity Report workaround instructions.

**Reminder about PIN Pads, Card Readers, and Signature Pads**

PIN Pad are purchased by the State Agency. Contact [Jhonny.Olaya@ks.gov](mailto:Jhonny.Olaya@ks.gov) and CC [Krista.Sanders@ks.gov](mailto:Krista.Sanders@ks.gov) regarding PIN Pads.

Card Readers must be a specific brand and model and must be purchased by the Local Agencies.

Signature Pads must be a specific brand and model and must be purchased by the Local Agencies.

Please see information below for more detailed information.

*NOTE: The State Agency currently has five signature pads in stock. Local Agencies may request one from the State Agency until that stock is depleted. If you have a signature pad that is not working properly, please contact [Jhonny.Olaya@ks.gov](mailto:Jhonny.Olaya@ks.gov). He will give you instructions on sending it to the State Agency.*

**CARD READERS**

Local Agencies must purchase the brand and model indicated below:

Brand: **MagTek**

Model: **Dynamag, Black, USB swipe card reader, USB KB P/N:21073062**

![MagTek Card Reader](image)

**MagTek** card readers can be purchased from a variety of dealers on the internet including Newegg and Amazon. Newegg generally has lower prices. Go to [www.newegg.com](http://www.newegg.com).
SIGNATURE PADS

Local Agencies must purchase Topaz SignatureGem LCD 4x5, Dual Serial/USB Backlit Higher Speed Edition (SE) Electronic Signature Pads.

Brand: **Topaz**

Model Number: **T-LBK766SE-BHSB-R**.

Note, new signature pads can cost between $500 and $700. Please shop around for the best price. You may also see refurbished signature pads that are advertised for $200-$300. Because of the risk of potential issues with used equipment, Local Agencies should not purchase refurbished pads.

Insight and Staples are sellers of Topaz signature pads. Their websites can be accessed using the links below. Note: The State Agency does not endorse nor promote any seller over another.

www.insight.com   www.staples.com

Copy and paste the following at the Staples or Insight webpages or on Google.

Copy and Paste: **Topaz T-LBK766SE-BHSB-R**

If using Insight, first select “search all products” on the home page and then copy and paste the model number into the narrow results “by keyword” field.

Staples is also a seller. This is the link for Staples.


**ACTION REQUIRED:** Please contact Jhonny.Olaya@ks.gov if you have any questions about equipment. Please email Jhonny.Olaya@ks.gov and CC Krista.Sanders@ks.gov when requesting Pin Pads.
The minutes of the October 25, 2022 WIC Advisory Committee meeting are approved. They are posted on the WIC Advisory Committee page of the Kansas WIC website.

The next WIC Advisory Committee conference call is Tuesday, January 24, 2023 at 9:00 AM. The facilitator for that call is Mookie Holmes from Wyandotte County. Please submit agenda items to your WAC representative or Patrice Thomsen by January 13. 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: Read minutes. Submit any agenda items by January 13.

Policy and Procedure Links Work-Around

The Kansas WIC website is still being updated and so the links in policies are still not currently working. Because updating the website is a labor-intensive effort, it does take a lot of time. We apologize for the inconvenience. In the meantime, here’s a WORK-AROUND to find the Policies and Procedures you’re looking for:

If you don’t already do this, it is helpful to bookmark the “Information for WIC Local Agencies” page here https://www.kdhe.ks.gov/1149/Information-for-WIC-Local-Agencies.

When on that page, click on the following button:

![Policy & Procedure Manual]

It will bring you to the following page:
You can click on a category (the Certification category is shown in the following screenshot) and then scroll down to find the policy you are looking for,

or you may use the search box in the upper right-hand corner of the page.

Enter the policy number or a key word then click the magnifying glass icon.

Here is a direct link to the Policy and Procedure page that you may also bookmark for your convenience: https://www.kdhe.ks.gov/DocumentCenter/Index/903.

**ACTION REQUIRED:** Until notified that the links are fixed, please use the work-around to search for the needed reference to a Policy and Procedure.

---

**KBC Maternal Child Benefits Specialists**

The Kansas Breastfeeding Coalition is proud to make available Maternal Child Benefits Specialists to provide an *enhanced* Medicaid & CHIP enrollment experience for pregnant/postpartum families. Two Maternal Child Benefits Specialists will cover northeast and southwest Kansas and provide the following enhanced Medicaid enrollment services:

- Apply for Medicaid and/or CHIP
- Get a breast pump
• Navigate returning to work and breastfeeding
• Find childcare supportive of breastfeeding
• Connect with prenatal education and healthcare
• Find local breastfeeding help

Refer pregnant or postpartum individuals to KBC’s Maternal Child Benefits Specialists HERE!

**ACTION REQUIRED:** Notify staff of this resource and refer applicable clients that may benefit from these services.

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