KANSAS WIC POLICY MEMORANDUM
KANSAS-WIC-P-2023-03

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: May 17, 2023

RE: Budget Template and Checklist FFY2024

Budget Template and Checklist FFY2024
The Local Agency FFY2024 budgets are due July 5, 2023. The policy to assist in completing the budget can be found on the Kansas WIC website at: ADM 02.02.00 Annual Budgets. The budget and affidavit expense lines need to align for faster processing of the affidavit.

The FFY2024 WIC Local Agency Budget template is an Excel spreadsheet that consists of two pages. It is available for download on the Kansas WIC website and should be save to your computer. It is in the Forms/Administrative Materials section. Be sure to use the Budget Template and Checklist FFY2024. Local Agencies must use this template.

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 and 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. They do not need to be included with your budget submission. Local Agencies are not required to use the worksheets and can key the information in by hand. We encourage agencies to review the worksheets to make sure the information that is entered by hand is what is 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 lines to the budget form, be sure to check the formulas in the overall totals of each section to ensure that the totals are capturing all additional rows.
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 a Kansas WIC Statewide Conference in 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,
  - Kansas Academy of Nutrition and Dietetics conference,
  - Kansas 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 Breastfeeding Peer Counselor (BFPC) supervisor and the BFPC. BFPCs and BFPC supervisors are encouraged to attend the annual Kansas WIC Statewide Conference. They may attend the NWA Nutrition Education and Breastfeeding Conference or the annual KBC Conference in addition to the Kansas WIC Statewide Conference if able and funding allows. If unable to attend, please send the State Agency (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 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.

- 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.

**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 supporting documentation are due by **July 5, 2023**. 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.

**Items included below and/or provided as separate documents:**