

## Section II: Local Agency Procedure Manual

### IV. Local Organization and Management

#### E. Local Agency Policies

##### **Purpose**

Local agencies are responsible to provide WIC services as specified in their contract with DPHHS/WIC, federal and state regulation, and the State Plan policies and procedures.

##### **Policy**

WIC program policies developed by a local agency for local WIC operations must be approved in advance by the State WIC Office.

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#### **1. Local Agency Program Policies**

- Local agency program policy format is of the local agencies choosing and must be dated and signed by the local WIC program director, or other designated management staff, and contain the current federal non-discrimination statement.
- Local agency policies that have any potential impact on WIC operations, WIC participants, or vendors, must receive prior approval from the State WIC Office.
- Policies must not conflict with other State Plan policies, local agency contract, or federal regulations.

#### **2. Posting**

- It is strongly recommended that local policies be posted in a highly visible location in the WIC office, particularly if the policy affects participants.
  - Example: Policy statements about no-shows or appointments.