

NUMBER: 500.1.1

SUBJECT: Nutrition Education and Breastfeeding Promotion and Support Expenditure Requirement

PURPOSE:

The State Agency (SA) is required to spend a total minimum for nutrition education (NE) and breastfeeding promotion and support (BFPS) activities of not less than the sum of (1) one-sixth of the amount expended by the State for nutrition services and administrative (NSA) costs; and (2) its proportionate share of the national minimum BFPS expenditure. USDA calculates annually the BFPS activities requirement equal to \$21 adjusted for inflation as of 10/01/96 and every 10/01 thereafter, multiplied by the average number of pregnant and breastfeeding women participating in the Program in the State during the last three months of the previous fiscal year for which data are available.

NE costs are limited to activities that are distinct in helping participants understand the importance of nutrition health. The cost of dietary assessments for the purpose of certification, the cost of prescribing and issuing supplemental foods, the cost of screening for drug and other harmful substance use and making referrals to drug and other harmful substance abuse services, and the cost of other health-related screening shall not be applied to the expenditure requirement for NE and BFPS activities.

Federal or State WIC grant expenditures and/or in-kind contributions allowable towards the NE and BFPS spending requirement include, but are not limited to:

- (1) Salary and other costs for time spent on NE and BFPS consultations whether with an individual or group;
- (2) The cost of procuring and producing NE and BFPS materials including handouts, flip charts, filmstrips, projectors, food models or other teaching aids, and the cost of mailing NE or BFPS materials to participants;
- (3) The cost of training or BFPS educators, including costs related to conducting training sessions and purchasing and producing training materials;
- (4) The cost of conducting evaluations of NE or BFPS activities, including evaluations conducted by contractors;
- (5) Salary and other costs incurred in developing the NE and BFPS portion of the State Plan and Local Agency (LA) NE and BFPS plans.

All Program employees of State-run and Purchase of Service (POS) LAs are required to complete WIC Form NSA 500.1.1 one month per calendar quarter. With prior approval from WIC Services Branch, LAs may submit quarterly survey reports for one week per month for the three month survey period to meet this requirement. The data are used to calculate the personnel resources spent on BFPS activities, nutrition services other than breastfeeding, all other direct client services, and administrative activities.

The SA distributes WIC Form NSA 500.1.1 and instructions for completion to all LA Coordinators (LAC) who in turn distribute forms and instructions to all Program employees. Employees submit completed forms to LAC who review forms for accuracy and completeness, and submit completed forms to the SA. SA forwards forms to Accounting Unit, which in turn computes personnel resources spent on NE and BFPS activities.

End of Year Report by POS and District Health Office (DHO)

In addition to participating in the annual NSA Time Report survey for one month every three months, POS agencies and DHOs must report and document all other (non-salary) Federal WIC grant funds expended for NE and BFPS. POSs and DHOs are required to submit an annual end of year report of NE and BFPS costs to the SA no later than November 15 with copies of all related source documents such as invoices, travel vouchers, and trip reports.

REFERENCE(S):

7 CFR 246.14 (c)
WRO Policy Memorandum 807-P
ASM 03-28
ASM 03-37

ATTACHED FORM(S):

Nutrition Services & Administrative Time Report (WIC Form NSA 500.1.1)

ATTACHED DOCUMENT(S):

Instructions For The Nutrition Services & Administrative Time Report - Attachment A
List of Allowable Activities – Attachment B