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Agency Director Guidelines

Introduction Agency directors are responsible for the following supervisory and contract management tasks related to the WIC program.

Supervisory tasks The agency director's supervisory responsibilities include:

- Planning, developing and evaluating the WIC program,
- Preparing the annual WIC program narrative and budget application,
- Preparing the year-end fiscal and program reports, and
- Supervising the WIC program coordinator.

Contract management tasks The agency director's contract management responsibilities include:

- Monitoring progress toward meeting program goals and budgeted expenditures,
- Coordinating WIC program activities with other agency programs,
- Attending state WIC and other meetings relevant to WIC program administration,
- Serving as contract administrator; including signing all correspondence relating to the contract and budget,
- Ensuring that agency accounting methods meet federal and state guidelines,
- Developing written agency policies and procedures that meet state and federal regulations, and
- Serving as a liaison between the WIC program and the agency or county board of directors.

Supervision of agency director The agency director is responsible to the agency or county board of directors.

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