410.06

WIC Expense Payments

Overview

Introduction

It is important that WIC expenses are paid promptly and accurately. This policy outlines the steps the State office takes when completing purchase & print order requests and contract reimbursements.

In this policy

This policy covers the following topics.

Topic	See Page
Purchase and Print Order Requests	2
Contract Reimbursements	3
Nutrition Education & Breastfeeding Promotion and Support Expenditures	4
Verification of Costs	5

Purchase and Print Order Requests

Purchase and print order request process

The WIC Program Planner completes the following steps when processing all purchase and print order requests from State office staff.

Step	Action
1	The purchase and/or print order request is reviewed for accuracy and coded to the appropriate WIC reporting category.
2	Requests are reviewed to ensure that WIC items are allowable, reasonable, and necessary. If any items do not meet this criteria, the WIC Program Planner will return the request for clarification and ask for the request to be resubmitted, if applicable.
3	After requests are determined to be allowable, reasonable, and necessary, requests are forwarded to the Chief, Bureau of Nutrition and Physical Activity (Bureau Chief) for review and approval.
4	Any expenses questioned by the Bureau Chief will be returned to the WIC Program Planner for clarification and resubmission, if applicable.
5	Once purchase and print order requests are approved by the Bureau Chief, the request is forwarded to the Bureau of Finance Purchasing Agent for processing.

Processing time

All purchase and print order requests are processed within two business days.

Record retention

Purchase and print order records are retained within the Bureau of Finance.

Contract Reimbursements

Notification

All Iowa Department of Public Health contractors must submit their claims on IowaGrants.gov. The WIC Program Planner receives an electronic notice when a contract reimbursement is ready for payment.

Contract reimbursement process

The WIC Program Planner completes the following steps when processing contract claims.

Step	Action
1	The WIC Program Planner reviews the monthly claim invoice for accuracy and codes to the appropriate WIC reporting category.
2	Claims are compared to • the contract line item budget parameters, • the contract cost category budget parameters, • costs listed from the approved application found in IowaGrants.gov, and • salary schedules and federally approved indirect or administrative cost rate agreements housed in IowaGrants.gov.
3	Items purchased are reviewed to ensure that all are allowable under federal guidance, the terms of the contract, are reasonable and necessary, and are consistent with the original application. Note: See Policy 315.70 for more information on allowable expenses.
4	If any items do not meet this criteria, the WIC Program Planner will contact the contractor for correction or clarification and resubmission, if applicable.
5	Claims that are allowable, reasonable and necessary, and consistent with the original application are forwarded to the Bureau of Finance Claims Processor for review and payment. Any questions about the claims from the Bureau of Finance are returned to the WIC Program Planner for clarification and resubmittal.

Processing time

Claims are processed within two business days.

Nutrition Education & Breastfeeding Promotion and Support Expenditures

Introduction

Nutrition education & breastfeeding promotion and support expenditures are monitored in various ways including spreadsheets, meetings, and agency reviews.

Spreadsheets

The WIC Program Planner monitors local agency nutrition education & breastfeeding promotion and support expenditures on a monthly basis. The WIC Program Planner enters local agency invoices in a spreadsheet found on the Bureau shared drive. The spreadsheet automatically calculates the year-to-date nutrition education and breastfeeding promotion and support activity percentage for each agency. If a local agency is not meeting the minimum required percentages, the WIC Program Planner notifies the local agency personnel and State WIC Director on IowaGrants.gov.

Meetings

The Bureau Chief, State WIC Director, WIC Program Planner, and Bureau of Finance monitor a detailed listing of all nutrition education & breastfeeding promotion and support activity costs on a monthly basis. All costs are reviewed for accuracy and compliance to Policy 315.70. Any questionable costs are discussed during the monthly Bureau Fiscal Meeting which includes the Bureau Chief, State WIC Director, WIC Program Planner, and Budget Analyst. Adjustments are made if necessary.

Agency reviews

Local WIC agencies are reviewed annually. Nutrition education & breastfeeding promotion and support activity costs are reviewed during Agency Office Visits (Policy 370.10) and Administrative On-Site Reviews (Policy 370.80).

Verification of Costs

Verification of costs

All monthly costs are shown on the monthly Federal Grant Summary Report. The Federal Grant Summary Report is reviewed and discussed during the monthly Bureau Fiscal Meeting by the Bureau Chief, State WIC Director, WIC Program Planner, and Bureau of Finance representative. If errors are found, adjustments are made.