

Document Name/Type	Page/Question Number	Description of Amendment
Program Goals TOC (100 series)	1	Dates updated related to changes made for the FY'20 State Plan
Outreach (120.10)	All	Updated with current fiscal year plan and progress made on the last year's plan.
Nutrition and Health Services (130.10)	All	Updated with current fiscal year plan and progress made on the last year's plan.
Food Delivery and Data System (140.10)	All	Updated with current fiscal year plan and progress made on the last year's plan.
Training Plan (150.10)	1	Removed Fiscal Year date so document is evergreen; added biannual WIC conference
Participation Data (160.05)	All	Updated with FY20 information
Documenting Proof of Income Sources (215.43)	1-2	Updated unemployment benefits proof to read as a "white sheet" since checks are no longer given (electronic card used). Made clear that proofs of address/income emailed/texted/faxed to the local agency for fulfilling proofs or proving income/address must be deleted immediately after review.
Calculating Income (215.44)	2,3	Added a note on how to handle state/federal applicants affected by a Government shutdown. Updated self-employment info per guidance received from RO. <i>"For self employed individuals or those with farm income, the line to use on the IRS forms is actually the "adjusted gross income" (line 7 on the 2018 1040 form) The "adjusted gross income" line takes all income from taxable sources (any W2 wages, pensions, social security, investment gains reported directly on the 1040, as well as any income reported on schedule 1 such as taxable income from investments, real estate, unemployment benefits, farm or business income from schedule C, etc.), and adjusts/reduces that amount for nontaxable expenses reported on schedule 1 (health insurance costs, employment taxes, tax deferred retirement contributions, eligible businesses expenses from schedule C, etc.). This results in the total adjusted "net" (i.e. taxable) income for the individual."</i>



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		Clarified that gross income should be used when reviewing unemployment benefits by asking for a “white sheet”.
Residency (Address) Requirements (215.50)	3	Made clear that proofs of address/income emailed/texted/faxed to the local agency for fulfilling proofs or proving income/address must be deleted immediately after review.
Blood Tests (215.72)	2	Added statement that says “Universal Precautions training is required for all WIC staff performing blood screenings. See policy 360.60 for more information.” to the section that defines who can perform blood tests.
Identification Requirements (220.10)	1	Clarified that participants and proxies can present the eWIC card or another valid form of ID that we accept at the clinic to receive WIC benefits.
Certifications Outside of Clinic (220.15)	1,2	Made clear that proofs of address/income emailed/texted/faxed to the local agency must be deleted immediately after review.
Food Instruments (225.20)	3	Added Account balance correction as a reason for a signature not being able to be collected.
Issuing Food Instruments (225.50)	4-5	Updated language and process due to recent MIS data system changes in an updated release of the system.
Lost or Stolen Food Instruments (225.65)	2	Clarified procedure for lost stolen eWIC cards and when benefit reissuance is needed and when it is not.
Proxies (225.70)	1-3	Change to allow proxies to be authorized for an unlimited amount of time (until a request is made to deactivate them) rather than a single certification period with a renewal required at each certification. . If a proxy is inactivated, a new authorization card has to be completed. Steps for issuing benefits to a proxy were updated for the above-mentioned changes. A proxy would be listed as a proxy, not a family member as it previously stated. Added a steps to follow box for a one time proxy. Added that if a proxy is doing an appointment, they need to have knowledge of the child’s health and diet history.
Proxies (225.70A)	2	Updated proxy card per changes in policy 225.70



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Anthropometric Measurements (215.74)	1,2	Added a section on cleaning equipment stating "See policy 360.65 for more information on cleaning scales, length boards and height boards" Removed the words "for WIC Certification" on page 2 in the sentence " <i>Measurements obtained from other sources may be used if they meet certain conditions.</i> " since previously obtained measurements can also be used for health update appointments.
Health Update Appointments (215.75)	2,4,5	Removed a note from the Child's Appointment chart that said " <u>Note:</u> An updated assessment may include creating a new nutrition risk record, only creating a new care plan, or both." Since updating the risk record is required. Added a step about completing care plans as appropriate to each health update process.
New Participant Education (215.85)	1	Delete information on use of an educational flipchart since that is being discontinued and moved the statement about the mandatory use of state developed materials up on the page. Added fraud prevention video to mandatory information provided. (this video is still in production but will be coming)
Missed Appointments and Food Instruments (FIs) (225.75)	2	Steps for what to do for a participant who notifies the agency that they missed or will miss an appointment were virtually the same so these tables were combined.
Iowa WIC Agencies (220.25)	1	Updated agency address and contact info.
Proration and Proration Override (235.02)	1,4	Updated to state that participants who receive benefits at one level of proration (i.e. full or 2/3) and have benefits reissued later in the month during a different proration time can still receive the full amount of benefits the received with the original issuance (if needed) Updated language and process due to recent MIS data system changes in an updated release of the system.
Formula Warehouse Process (235.53)	1	Added information to the Formula Warehouse Process.
Childhood Immunizations (245.30)	1-3	Updated to add TAV as an option in addition to IRIS for checking immunizations for children. For clarity changed wording to say the goal in Healthy Iowan's rather than the Health Improvement Plan.



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Advising WIC Participants of their Rights and Responsibilities (215.95)	1	Updated to provide guidance on system update that allows one signature to be collected for all family members. Must be done after all participants in for a certification have been certified, not with the first person certified.
Nutrition Risk Definitions (215.61)	7, 10, 14, 17,22,41,43, 46	Updated risks for risk revisions received from USDA; due Oct. 1. 2019 Risks 132 and 703 have been discontinued so they were removed. Corrected priorities in policy to make them match the data system.
High-Risk Conditions (215.62)	2-6	Corrections made to match wording with data system and nutrition risks
Lead Poisoning Prevention (245.70)	1-11	The Lead Program at IDPH has recently been updating and clarifying their lead testing recommendations to be more in line with national recommendations so WIC policy was updated accordingly.
Issuing BF Equipment (240.85)	All	Updated and split over policies 245.85, 245.86, 245.87 and the forms)
Documenting Issuance of BF Equipment (240.86)	New Policy	Pieces taken and updated from 245.85
Breast Pump Inventory Control (240.87)	New Policy	Pieces taken and updated from 245.85
Breast Pump agreements (240.86 A, B)	All	Loan Agreement and Personal Pump agreements revamped, discontinued breast pump rental agreement since we do not actually rent pumps
Approved foods list (235.20)	2,8	Updated per new process (cereal and juices)
Introduction to Nutrition Services (240.00)	1	Updated table for new policies



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Services Policy and Procedure Manual Table of Contents (300 Series)	Entire document	Updated to reflect policy changes in the Services Policy and Procedure Manual
Contract Agency Personnel Training (300.10)	7, 9	Updated information about ADA training and Mandatory Child and Dependent Adult Abuse training. Added information about completing Educational Buys.
Training and Education Record	2, 3	Updated information about ADA training and Mandatory Child and Dependent Adult Abuse training. Added information about completing Educational Buys.
New Employee Training Checklist (300.11)	9	Updated location and names of a couple of Focus forms.
Lead Clinic Staff Guidelines (310.14)	1	Corrected a typo.
Breastfeeding Coordinator Guidelines (310.16)	2	Added a requirement that the Local Agency Breastfeeding Coordinator or approved alternate attend the Local Agency Breastfeeding Committee calls hosted by the State WIC Office.
Nutrition Coordinator Guidelines (310.17)	2	Add a requirement that the Local Agency Nutrition Coordinator or approved alternate attend the Local Agency Nutrition Coordinator Committee calls hosted by the State WIC Office.
Agency Personnel List (310.30)	Entire document	Updated information was added.
Vehicle Costs (315.52)	1	Added information about how vehicles purchased with WIC funding must have a minimum odometer reading of 120,000 before a replacement vehicle is approved.
Mid-Year and Year-End Reports (315.62)	2, 4	Added information about a new section of the report, Collaboration and Partnerships
Civil Rights Training (320.50)	1 and 2	Added information about ADA Training
Local WIC Agency Data System Guidelines (330.10)	5	Updated the hardware information to say “Processor I3” instead of 13.



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Clinic Services Reports (330.40)	1 and throughout report description section	Made updates to the report descriptions and clarified how more information about the reports can be found in the “User Help” section of the WIC data system.
Finance Reports (330.45)	1 and throughout report description section	Made updates to the report descriptions and clarified how more information about the reports can be found in the “User Help” section of the WIC data system.
Operation Reports (330.50)	1 and throughout report description section	Made updates to the report descriptions and clarified how more information about the reports can be found in the “User Help” section of the WIC data system.
System Administration Reports (330.60)	1 and throughout report description section	Made updates to the report descriptions and clarified how more information about the reports can be found in the “User Help” section of the WIC data system.
Scheduler Reports (330.65)	1 and throughout report description section	Made updates to the report descriptions and clarified how more information about the reports can be found in the “User Help” section of the WIC data system.
Vendor Management Reports (330.70)	1	Clarified how more information about the reports can be found in the “User Help” section of the WIC data system.
Limited English Proficiency Participants (390.40)	2	Deleted reference to “IWIN en Espanol”
Iowa Administrative Code (Title) (398.15)		Updated date of policy
Iowa Administrative Code Document (398.15)		Various sections of the Iowa Administrative Code document have been updated.



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State Operations Policy and Procedure Manual Table of Contents (400 Series)	Entire document	Updated to reflect changes to the State Operations Policy and Procedure Manual policies.
Friday Facts (420.05)	1	<ul style="list-style-type: none"> • Information updated regrading information in the Friday Facts • Information updated regarding how the Friday Facts is distributed.
Agency Contract and Conditions Forms (420.40a) - Title	1	Updated to FFY 2020 WIC contract template
Agency Contract and Conditions Forms (420.40a)	Entire document	Updated to FFY 2020 WIC contract template
WIC & Bureau of Nutrition and Physical Activity (430.12)	1	Updated the name of the “Bureau of Nutrition and Health Promotion” to the “Bureau of Nutrition and Physical Activity”.
Iowa Department of Agriculture and Land Stewardship – WIC Farmers’ Market Nutrition Program (430.35)	1	Took out information that CVVs can be used at the Farmers’ Market.
New WIC Foods (430.93)	1	Delete Policy. Approval of WIC foods is now incorporated in other policies and procedures.
Public Notice (430.50)	1	Added additional information on the timeline for public comment.
Distribution of Nutrition Education Print Materials	1	Updated the name of the “Bureau of Nutrition and Health Promotion” to the “Bureau of Nutrition and Physical Activity”.
Appointment Contacts (430.91)		Updates made throughout the policy.
Food Delivery and Data System (450.10)	1	Modification to peer group assignment section.



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Food Delivery and Data System (450.20)	4	Updated with minimum number of educational buys for local agencies.
Food Delivery and Data System (450.20b)	All	Updates to WIC Educational Form
Food Delivery and Data System (450.30)	2-3 & 5	Updates to determination for high-risk vendors and triggers for investigation.
Food Delivery and Data System (450.70)	MOU	Replace MOU with updated document.
Food Delivery and Data System (Vendor Application)	All	Updated with current fiscal year application.
Food Delivery and Data System (Vendor Guidance)	All	Updated with current fiscal year guidance.

