



**SECTION:** Local Program Operations 420  
**SUBJECT:** **APPROVAL PROCESS FOR LOCAL PROGRAM  
POLICIES AND PROCEDURES**  
**DATE:** July 30, 2012 (*Revised*)

**POLICY:** Local WIC programs shall develop local policies and procedures within the framework of federal rules and regulations, the state WIC Policy and Procedure Manual, and the Oregon WIC state plan.

**RELEVANT REGULATIONS:** 7 CFR §246.6(b)—Agreements with local programs

**OREGON WIC PPM REFERENCES:** ♦215—Local Program Monitoring and Review  
♦400—Local Program Overview: Responsibilities & Communications

**APPENDICES:** 420.2 Appendix A Required Local Program Policies and Procedures

**PROCEDURE:** 1.0 Local WIC program policies must meet federal and state requirements, using USDA rules and regulations as a framework.

*Policies requiring biennial state review* 2.0 Local programs must have specific policies and procedures in writing and available for biennial state review. Refer to Appendix A for a list of required local policies and procedures.

*Policies requiring state approval before implementation* 3.0 Certain local program policies and procedures require approval of the state WIC program **before** implementation. These are listed below:

- 3.1 Policies and procedures specific to the local program that are more restrictive than state requirements. For example:
  - Requirements for verification of income beyond what is listed in ♦616—Income Eligibility: Verification, Proof and Documentation of Income.
  - Requiring hemoglobin or hematocrit testing more frequently than required in ♦625—Risk Assessment.
- 3.2 Policies and procedures specific to the local program that affect applicant/participant eligibility status. For example:
  - Local program waiting list procedures that are in addition to those listed in ♦475—Waiting List.
- 3.3 Other local program policies and procedures not meeting the criteria cited in ¶3.0 do not require approval prior to implementation. ★

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WIC is an equal opportunity program and employer.**

### Required Local Program Policies and Procedures

To ensure local program compliance with federal and state policies, the following policies and procedures shall be in writing and made available for review by state staff at regularly scheduled monitoring visits:

Required local policy/procedure	For more information see Policy...
Procedure for local program self-evaluation	◆215—Local Program Monitoring and Review
Procedure for securing voucher stock, printed vouchers and unused MICR toner cartridges	◆500—Ordering and Securing FI Stock and MICR Toner
Procedure for voucher issuance including: <ul style="list-style-type: none"> <li>The standard frequency of voucher issuance for each category of participant.</li> <li>When vouchers are single or double issued.</li> <li>How voucher stubs are collected and filed.</li> </ul>	◆505—FI Issuance and Printing ◆530—FI Register and FI Stub ◆835—Nutrition Education: Attendance and Refusal
Procedure that addresses when the program will or will not mail vouchers, and how mailed vouchers are documented and tracked	◆506—Exceptions for Mailing FIs
Procedure for how the program attempts to reschedule pregnant women who miss their first appointment	◆605—Processing Standards
High risk protocol: procedure for referring high-risk participants to the WIC RD/Nutritionist	◆661—Appropriate Counseling for Risk Level
Policies that promote a positive clinic environment and endorse breastfeeding as the preferred infant feeding method	◆710—Breastfeeding: Promotion and Support Standards
Procedure for handling high risk nutrition education contacts via telephone, if applicable	◆821—Nutrition Education: Telephone Contacts for High Risk Participants with the RD
<b>Procedure for handling high risk</b> nutrition education contacts via internet video technology	◆822—Nutrition Education: High Risk Counseling Using Interactive Video Technology.
Procedure for using online nutrition education contacts	◆823— <b>Nutrition Education: Second Nutrition Education Using Online Classes</b>
Procedure for assuring Farm Direct coupon security, if applicable.	◆1100—Farm Direct Nutrition Program: Local Program Responsibilities
Monitoring peer counseling contacts, if applicable	◆716—Breastfeeding Peer Counseling: State and Local Program Responsibilities
Referral protocol for lactation issues outside of the peer counseling scope of practice, if applicable	◆716—Breastfeeding Peer Counseling: State and Local Program Responsibilities ◆718—Breastfeeding Peer Counseling: Job Parameters, Protocol and Scope of Practice
Maintaining confidentiality for all peer counseling contacts and records, if applicable	◆717—Breastfeeding Peer Counseling: Personnel Guidelines
Documenting breastfeeding peer counseling contacts, if applicable	◆718—Breastfeeding Peer Counseling: Job Parameters, Protocol and Scope of Practice
Providing training and support to peer counselors, if applicable	◆719—Breastfeeding Peer Counseling: Training