



Meeting Name:	WIC-Northwest District	Date:	Thursday, October 24, 2019
Facilitator:	LaKeisha Davis	Time:	1:30p
Documented by:		Location:	<p>Daviess County Health Department 609A South Main Street Gallatin, MO 64640</p> <p>Meeting number (access code): 802 053 705</p> <p>Join from a video system or application Dial 802053705@stateofmo.webex.com</p> <p>You can also dial 173.243.2.68 and enter your meeting number.</p> <p>Join by phone Tap to call in from a mobile device (attendees only) 1-650-479-3207 Call-in toll number (US/Canada)</p>

Attendees			
Jenny Gladden- Cass	RaCail King- Daviess	Micah Waddle- Pettis	Ernestine Persley- State
Kasey Forrest- Carroll	Sherri Carder- Daviess	Jana Curry- Saline	
Fadi Banyalmarjeh- Crescent	Katherine Kasten- Harrison	Eve Wells- Samuel Rodgers	
Cheryl Alexander- Daviess	Rhonda Breitenbecher- Johnson Co	Lisa Horn- St. Joseph	
Kristie Smith-Daviess	Gina Finney- Mercer	LaKeisha Davis- Swope	

Notes

LaKeisha :

MWA-

New NW District Rep is Anita Perry

Livingston Co

660-646-5506

anita.perry@livcohealth.com

MWA is a collective voice of LA's and acts as bridge to connect the LA to the state.

MWA is looking to increase participation and would like ALL wonderful LA staff to consider involvement.

Look out for a survey to be sent out over the next month to learn of any opportunities and barriers to participation.

Check out: thewichub.org which is an online tool for WIC staff, researchers and advocates to share resources and knowledge

Ernestine:

Formula return to LA's-

About a year ago USDA began discussion about formula being returned to LA's. This is an issue because LA's aren't considered vendors and there are concerns of safety.

A FNS Rep came to visit Jeff City last month and no decisions were made as to discard or donate the formula.

There is currently no state policy to address this but it will be coming in the future.

Continue business as usual and accept formula returns from clients and keep an inventory.

Scheduled of eWIC Pilot and Statewide Rollout was reviewed

Implementation calls and training schedules will be coming out soon

Formulas-

About a year ago Mead Johnson began changing the composition of their formulas and branding it Neuropro

The formulary has not changed at the state.

Johnson Co, Cass and Daviess Co have experienced healthcare providers giving out Similac Sensitive and suggesting WIC can issue it.

Ernestine suggested LA's contact the healthcare providers on the issue and be an advocate for clients

Lisa H. has been requested by Abbott to provide them with customer name and account info due to recall on Calcilo XD. She asked Ernestine how to address the issue. Ernestine will follow up with other state Nutr.

Proof of Residency-

Question was posed by Lisa H. as to what is acceptable proof of address when the authorized representative doesn't work; lives with someone; doesn't have bills in their name. Items such as voter registration cards, personal property tax, MO DSS correspondence isn't issued every 30 days so how are these acceptable when a bill has to be dated within 30 days.

Rhonda B. asked about PROD being acceptable as proof of residency since it can be used to determine adjunct eligibility.

Policy 3.01800

<https://health.mo.gov/living/families/wic/localagency/wom/pdf/ER3.01800.pdf>

Income-

Policy revisions are currently underway

Notice of Certification-

Daviess asked if LA's should be using WIC-73 Notice of Certification Label to inform clients on the last set of benefits before the cert ends St. Joe and Cass Co stated that they haven't been using it consistently.

Lisa H. shared that her agency copied the label on to a proof list so they are able to fill in the certification end dates.

Another agency shared that they write the cert end date on the folder

Policy 3.03300

<https://health.mo.gov/living/families/wic/localagency/wom/pdf/ER3.03300.pdf>

BF promotion and support efforts 2019 (NW Dist)-CONGRATS!!!

Initiation:

1. Samuel Rodgers 90.8% 2. Nodaway 84.3% 3. Johnson Co 83.6%

6 months:

1. Samuel Rodgers 37.7% 2. Holt 26.75% 3. Johnson Co 25.6%

12 months:



1. Samuel Rodgers 25.2% 2. Saline 19% 3. Daviess 17.9%

Loving Support Awardees

Gold: Butler, Samuel Rodgers, Truman Medical Center, Wayne

Gold Premier: Joplin and Springfield

Monitoring-

FY20 monitoring forms are online

****New**** Off year monitoring form

Gives LA's an opportunity to 'consult' with TA's during a scheduled site visit to discuss operations, review CAP, discuss issues, brainstorm ideas etc.

More than likely, Admin and Nutr TA will visit at different times to allow focus on one area of program.

Infant Nutrition and Feeding Manual-

LA's should have received copies

Observe changes in recommendations

Calendars-

LA's should be receiving 2020 WIC calendars for staff only

2021 calendars will be purchased for clients by the state

On call State staff-

Both a Nutr and HPR are assigned daily to take calls from LA's to address issues. Call 800.392.8209 if you can't get a hold of your TA's.

Michelle (email correspondence):

What is the process for seeking approval for purchases not included in LAP? What can be approved directly from TA and what has to go through FNS? Time frame for approval

process?

So any purchase requests that an LA wish to purchase using WIC funds that are NOT already listed and approved in the current year's LAP must be sent to your TA for prior approval BEFORE purchasing or they can and most likely will be denied to use WIC funds for reimbursement.

Per federal regulations: "Capital expenditures for general purpose equipment, buildings, and land are **unallowable as direct charges, except with the prior written approval of the Federal awarding agency** or pass-through entity. General purpose equipment means equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles."

So what does this mean? Per Finance department at the WIC State Office and FNS representatives, any purchases that are considered as office equipment or furnishings such as: tables, office chairs, desks, children's furniture such as tables and chairs; blinds; heavy duty changing tables that are not attached to a wall; any improvements done to any building or facility such as painting for example are not allowed without FNS prior approval. Also, please note as this has come up more than once with different agencies, any repairs (NOT maintenance) to HVAC systems are also not allowed to use WIC funding without prior FNS approval BEFORE repairs are made. Hence, there is not guarantee that if a furnace were to go out in the middle of winter and you needed to make emergency repairs to get it fixed, FNS may or may not approve this repair because the approval was not seek prior to repairs being completed. I am not advising not to get your furnace repaired in an emergency, but I am sharing this information with you per the federal regulations as these costs may or may not be approved to use WIC funds. In your LAP, it is no longer acceptable to put in facility costs line item a description of "building maintenance and repairs", the reason is that "repairs" must receive prior FNS approval. Therefore, "building maintenance" is allowed to be in your LAP which consists of minor up keep such as changing filters in and HVAC system, maintenance check on HVAC systems, but no repairs can be made without prior FNS approval if you are wanting to use WIC funds for these costs. If an agency wants to leave the terminology of "building maintenance and repairs" in their LAP, a comment of "will not complete any repairs without prior TA and FNS approval" needs to be entered by the agency. Keep in mind, these are examples that I know of that I have dealt with, not to say that other purchase requests will not require FNS approval which can take up to 60 days to get a response by FNS per FNS regulations. Therefore, for those LA's who wish to wait until later in the year to make any special purchase requests, these must be in to your TA by **June 15** of every year in order to use current years fiscal funds. There has been much confusion on what the exact cutoff date is, and this is the latest date I have been instructed by the Financial manager at the State WIC office. If I hear of this date changing, I will instruct my TA staff and those agencies I provide TA for in the future to send out notification immediately too all of their assigned districts so that all has this information in order to get purchase requests in on time for current fiscal year.

Review of In-kind cost...how to make contract amendments—I apologize I am not sure what information you need here, but you can submit me further specific questions from the district meeting. I do know that contract amendments would need to go through the operations unit for those specific questions as TA staff have no oversee of this component. In-kind questions can be directed by any agency to their TA staff (me for NW currently) and if I cannot assist you, then I as your TA will forward those questions to Laura Thompson, but please direct those to your TA staff first as she is covering the entire state for anything regarding the invoice system.

Review of medicaid billing—I am not sure what information you are needing here, but here is what I can share about Medicaid billing, you need to be careful that what is billed to Medicaid should be kept separate from any WIC participant's file. I have gotten several inquiries across the state when Medicaid professionals ask for record documentation on if an agency is allowed to share WIC participant information and the answer is NO. Please note you are allowed to share WIC participant information with the Department of Social Services asks for it regarding the welfare of a child or you can also release any information directly to a participant that asks for their records, but outside of these two situations, this is the only time that WIC participant information can be released as of to date.

I understand that State staff is overwhelmed with increased responsibilities and inadequate staffing. How can we at the local agency get questions answered without overwhelming TA's? Are there other TA's that have similar standards and you would recommend LA's going to with questions? I hope this makes sense. I know that we should all be held to the same standards but we all work differently.

How can LA's best support you during this time of transitioning?—Good news is that 2 new Admin TA's will be coming on board soon to help on the Admin team!!! ☺ This



makes me so happy as I hope this will help us serve you at the local agency in a much quicker and timely manner whenever you need our assistance because that is what we are here for! My suggestion for questions, is start with the WOM of course and see if that can help answer questions, although sometimes a policy may very well not provide you the resolution you are needing because as we all know we encounter different scenarios and questions ongoing. Then by all means, reach out to your TA which is me currently for Admin questions or Ernestine for nutrition related questions. If we are not readily available as we do travel often, and you need an immediate answer then please call the WIC help desk and they will route you to another available TA staff.

Thanks,
Michelle Johnson
Local Agency Monitoring Coordinator
Management Analysis Specialist II
Bureau of WIC and Nutrition Services
Section for Healthy Families and Youth
Division of Community and Public Health
Missouri Department of Health and Senior Services
PO Box 570 Jefferson City, MO 65102
573-751-6198 Fax: 573-526-1470
Email: Michelle.Johnson@health.mo.gov

Medicaid billing-

LA's shared that their administrators were informed by Adam Crumbliss to not bill Medicaid for WIC assessments until further notice at MoALPHA meeting.

Future meeting day-

LaKeisha asked if anyone would have a conflict with meetings on Wednesdays as this works with the new NW District reps availability. There was not many naysayers

LaKeisha spoke with Anita following the meeting and the 4th Wednesday of the month in the afternoon is best.

NEXT MEETING-

January 22, 2020
1:30pm-3:30pm
Location TBA



Eat Healthy. Stay Well.

