



Exhibit 1: Scope of Work (CY25)

Wisconsin Women, Infants, and Children Program (WIC)

CY2025: January 1, 2025 to December 31, 2025

WIC and Nutrition Section

Bureau of Community Health Promotion, Division of Public Health

Wisconsin Department of Health Services (DHS)

1 West Wilson Street, Room 243, Madison, WI 53703

1. Grant Information

Grant Name	Wisconsin Women, Infants, and Children Program (WIC)
Grant Enrollment, Application, and Reporting System (GEARS) Profile ID	154710 / 65585 (Tribal Nation Local WIC Agency)
Grant Period	1/1/2025-12/31/2025 (CY25) - FFY25 Funds: 1/1/2025-9/30/2025 - FFY26 Funds: 10/1/2025-12/31/2025
Federal Funding Agency & Fund	United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) Nutrition Services and Administration (NSA) Fund
Federal Award Identification Number (FAIN)	FFY25: <i>TBD</i> / FFY26: <i>TBD</i>
Catalog of Federal Domestic Assistance (CFDA) Number	10.557

2. Grant Main Objective and Core Responsibilities

State WIC Office is awarding the WI WIC Grant to the Local WIC Agency to **improve the overall health and nutrition of women, infants, and children through nutrition and breastfeeding assessment and education, referrals to health and social services, and supplemental foods to eligible individuals**. Local WIC Agency will follow all WI WIC policies and procedures as outlined in the WI WIC Operations Manual and this Exhibit 1 Scope of Work (SOW). The following lists the four (4) core responsibilities of the Local WIC Agency.

2.1 Participation Caseload Management

- 2.1.1 WIC participation means the number of “total participating” on the monthly participation report maintained and monitored by the State WIC Office. It is defined as the number of WIC participants who receive WIC food benefits for one (1) calendar month, including the number of exclusively breastfed infants.

- 2.1.2 Maintain and monitor monthly participation that is at least 95% of the assigned participation caseload.
- 2.1.3 Monitor monthly participation counts and participation trends. The contracted participation caseload and associated funding may be adjusted midyear, as needed.
- 2.1.4 Establish a detailed WIC outreach plan to reach new WIC participants and collaborate with numerous community partners and providers. Documentation of an outreach log is required.

2.2 Program Administration

- 2.2.1 Complete all required administrative tasks by the assigned due dates.
- 2.2.2 Attend all state sponsored meetings and trainings.
- 2.2.3 Communication:
 - 2.2.3.1 Responsible for the contents provided in the weekly WI WIC Friday Morning Report (FMR) and sharing pertinent information with Local WIC Agency WIC staff.
 - 2.2.3.2 Responds to State WIC Office staff communications (emails, etc.) within a timely manner or required time frames.
 - 2.2.3.3 Communicates with assigned Regional Consultant (RC) staff for technical assistance. Local WIC Agency WIC Director initiates the communication or is copied/made aware.
- 2.2.4 Program Information Materials (PIM) are revised and uploaded by the set annual due date.
- 2.2.5 *Separation of Duties* file reviews are completed every two (2) weeks, as required according to Local WIC Agency policy.
- 2.2.6 Complete annual Competent Professional Authority (CPA) and Breastfeeding Peer Counseling (BFPC) file reviews and observations of all Local WIC Agency WIC staff using a standardized tool.
- 2.2.7 Management Evaluation (ME):
 - 2.2.7.1 Required documents are provided/uploaded at least two (2) weeks prior to the scheduled ME.
 - 2.2.7.2 The corrective actions identified in the most recent ME report will be corrected within six (6) months after receipt of the ME Report.
- 2.2.8 Dual participation is reconciled and documented monthly in the Participant Integrity Reporting area of WICShare.
- 2.2.9 Claims of fraud/misuse are investigated and documented in the Participant Integrity Reporting area of WICShare as they occur.
- 2.2.10 Nutrition Services Plan activities are completed according to required timeframe.

2.3 Client Services, Nutrition Education, and Breastfeeding Promotion and Support

- 2.3.1 Establish a clinic environment that demonstrates respect and use person-centered services in all interactions.
- 2.3.2 Utilize the Value Enhanced Nutrition Assessment (VENA) approach to collect health and diet information and accurately assign risks.
- 2.3.3 Provide appropriate nutrition education and counseling, including breastfeeding promotion and support, to participants to achieve optimal health outcomes.
- 2.3.4 Provide appropriate referrals to health and public assistance programs to help meet participants' needs.
- 2.3.5 Tailor and issue food packages according to policy.
- 2.3.6 Document nutrition and breastfeeding services according to policy, ensuring care plans are completed within twenty-four (24) hours of the visit.

2.4 Fiscal Management

- 2.4.1 Submit a BUDGET by the assigned due date for each funding allocation year (CY) and acquire approval from the State WIC Office.
 - 2.4.1.1 BUDGET will be reviewed by the designated RC and approved by the State WIC Office.
 - 2.4.1.2 Cost deviation increases from approved BUDGET in excess of 10% of any categorical expense item will require a corrected version of the BUDGET to be re-submitted and re-approved.
- 2.4.2 Submit a monthly WIC Expenditure Report to the State WIC Office on actual expenses (expended or incurred) for reimbursement.
 - 2.4.2.1 Allowable and unallowable costs are stated in the WI WIC Operational Manual Section 11.
 - 2.4.2.2 INDIRECT rate/cost needs to follow the most recent guidance document provided by the State WIC Office.
- 2.4.3 State WIC Office is required to spend 17% of the total USDA FNS NSA funding for Nutrition Education and 2% for Breastfeeding Promotion and Support. Therefore, Local WIC Agency should budget and expend approximately the same percentages to meet these requirements.

3. Grant Funding Allocation Usage and Expense Reimbursement Procedure

3.1 Grant Funding Allocation Amount

- 3.1.1 GRANTEE may use the awarded WIC grant funding allocation amount to conduct the work and achieve the main objective outlined in this Exhibit 1 SOW document attached to the DHS Grant Agreement contract.
- 3.1.2 The awarded total grant funding allocation amount is contingent on the availability of the federal funds provided by USDA during each federal fiscal year (FFY: Oct 1 – Sep 30).
- 3.1.3 The awarded grant funding allocation amount is the maximum amount that can be reimbursed for expenses unless a modification of the DHS Grant Agreement contract is in place to increase/decrease the grant funding allocation amount.
 - 3.1.3.1 For all modifications, if a new SOW is not re-attached to the modification of the DHS Grant Agreement contract, only the stated modification content will be revised within the SOW that was inserted and acknowledged with the initial DHS Grant Agreement contract.

3.2 Expense Reimbursement Procedure

- 3.2.1 Expense reimbursement is completed through DHS GEARS (Grant Enrollment, Application, and Reporting System).
- 3.2.2 This SOW defines the expense reimbursement procedure as stated in DHS Grant Agreement contract *Section 6. D.* which needs to be followed for accurate expense reimbursement.
- 3.2.3 Failure to maintain the correct expense reimbursement procedure may result in the expense being delayed, not being reimbursable, termination of the grant funding allocation, and considered ineligible for future WIC program funding.
- 3.2.4 **GRANTEE may only request reimbursement for WIC expenses incurred on a monthly basis by submitting the *WIC Expenditure Report Workbook* template to GRANTOR via email to DHSWICFiscal@dhs.wisconsin.gov. GRANTEE does not submit expenses directly to GEARS.**

- 3.2.4.1 The *WIC Expenditure Report Workbook* template will be provided by the GRANTOR each new grant contract period with updates to the template.
- 3.2.4.2 Expense reimbursement will only be for WIC allowable expenses outlined in the WIC Operations Manual and the most recent INDIRECT Guidance announced by the GRANTOR.
- 3.2.4.3 Submitted expenses will be reviewed and uploaded into GEARS for payment processing by the GRANTOR on the 15th each month. If the 15th falls on a holiday or weekend, GRANTOR will upload expenses into GEARS on the previous workday (Monday through Friday).
 - 3.2.4.3.1 The monthly *WIC Expenditure Report Workbook* template submitted **by the 10th** each month will have the expenses reviewed and uploaded into GEARS for payment processing on the upcoming 15th each month. If the 10th falls on a holiday or weekend, the cutoff date is extended to the next workday (Monday through Friday).
 - 3.2.4.3.2 When the monthly *WIC Expenditure Report Workbook* is submitted **after the 10th** each month, the expense will be reviewed and uploaded into GEARS for payment processing on the next 15th of the month.
 - 3.2.4.3.3 Special Note: With this, there is no requirement to submit the previous month expense by the next month 10th. To measure timeliness of expense submission, GRANTOR does request previous month expense submission not to exceed two (2) GEARS Expense Upload periods. If two (2) GEARS Expense Upload periods are passed for a previous month *WIC Expenditure Report Workbook* template submission, expenses reported will be marked “not timely” for expense reporting in the WIC ME Criteria Financial Review Section. *For example, the expectation is to submit January expenses by March 10.*
 - 3.2.4.3.4 Expense submission emails should use the following email title, “P##[Enter Local WIC Agency Project Number into ## field]-WIC Expenditure Report: [Enter Month and Year]” for organization. *For example, P99-WIC Expenditure Report: January 2025.*
- 3.2.4.4 Revision to a previously submitted expense to adjust/correct the previously reported expense will need to follow the guidance provided below.
 - 3.2.4.4.1 To revise a previously submitted month expense, add in the adjusting/correcting amount into the applicable month tab in the *WIC Expenditure Report Workbook* template.
 - 3.2.4.4.2 Insert the *Revised Date* and add in the *Notes* field an explanation about the adjustment/correction amount.
 - 3.2.4.4.3 Submit by email with stating the adjustment/correction month in the email content.
 - 3.2.4.4.4 Revised expense submission emails should use the following email title: “P[Enter Local WIC Agency Project No: ##]-WIC Expenditure Report: [Enter Month and Year] (Revised)” for organization. *For example, P99-WIC Expenditure Report: January 2025 (Revised).*
- 3.2.5 No reimbursement is provided as a prior or upfront payment of any kind in any circumstance.

3.3 WIC grant funding allocation period falls under two (2) FFY periods. Below is guidance for the FFY Funding Period Changeover that occurs every October 1.

- 3.3.1 Jan-Sep expenses fall under the current year FFY funding period. December 10 will be the last

date to adjust/revise/correct any expenses within the Jan-Sep period due to the federal funding fiscal year changeover.

3.3.2 Oct-Dec expenses fall under the following year FFY funding period with the grant period end date of December 31. March 10 (following year) will be the last date to adjust/revise/correct any expenses within the Oct-Dec period due to the grant contract end date (providing the 45-days stated in the DHS Grant Agreement contract for submitting expenses).

3.4 Expense Submission Certification: By acknowledging the outlined grant funding allocation usage and expense reimbursement procedure in this SOW, **GRANTEE is certifying that the WIC expenses identified and reported each month for federal and state reimbursement is true and correct in the amounts reported each month, have not been duplicated or reimbursed previously, and represent the actual, necessary, and allowable costs of the grant funding allocation.**

4. Reference: Acronyms Used in Document

Below is a list of acronyms in alphabetical order used in this WIC Exhibit 1 SOW document:

BFPC	Breastfeeding Peer Counseling Program
CFDA	Catalog of Federal Domestic Assistance
CPA	Competent Professional Authority
CY	Calendar Year (Jan-Dec)
DHS	Wisconsin Department of Health Services
FAIN	Federal Award Identification Number
FFY	Federal Fiscal Year (Oct-Sep)
FMR	Friday Morning Report
FNS	USDA Food and Nutrition Service
GEARS	Grant Enrollment, Application, and Reporting System
ME	Management Evaluation
PIM	Program Information Materials
RC	Regional Consultant
SOW	Scope of Work
USDA	United States Department of Agriculture
VENA	Value Enhanced Nutrition Assessment
WI	Wisconsin
WIC	Wisconsin Women, Infants, and Children Program