



Exhibit 1: Scope of Work

**Wisconsin Special Supplemental Nutrition Program for Women, Infants, and Children
January 1, 2024 to December 31, 2024**

for a **Grant Agreement** between
(GRANTEE) Local WIC Agency

and

(GRANTOR) Wisconsin Women, Infants, and Children Program
Bureau of Community Health Promotion, Division of Public Health
Wisconsin Department of Health Services (DHS)
1 West Wilson Street, Room 243, Madison, WI 53701

1. Grant Information

Grant Name	Wisconsin Special Supplemental Nutrition Program for Women, Infants, and Children (WI WIC)
Community Aids Reporting System (CARS) Profile	65585
Grant Period	1/1/2024-12/31/2024 - Federal Fiscal Year (FFY) 24: 1/1/2024-9/30/2024 - FFY25: 10/1/2024-12/31/2024
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)	<i>TDB (FFY24, FFY25)</i>
Catalog of Federal Domestic Assistance (CFDA) Number	10.557

2. Grant Main Objective and Core Responsibilities

GRANTOR is awarding the *WIC Grant* to GRANTEE to improve the overall health and nutrition of women, infants, children, families, and communities through nutrition assessment (including health screening), nutrition and breastfeeding education, referrals to health and social services, and supplemental foods to eligible individuals with excellent, competent, qualified, accessible, diverse, and empowering service. GRANTEE will follow all WI WIC policies and procedures as outlined in the WI WIC Operations Manual. The following lists the four (4) core responsibilities of the GRANTEE.

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 GRANTEE will maintain and monitor monthly participation that is at least 95% of the assigned participation caseload.
- 2.1.3 GRANTEE will monitor monthly participation counts and participation trends. The contracted participation caseload and associated funding may be adjusted midyear, as needed.
- 2.1.4 GRANTEE will 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 GRANTEE will complete all required administrative tasks by the assigned due dates.
- 2.2.2 GRANTEE will attend all state sponsored meetings and trainings.
- 2.2.3 Communication:
 - 2.2.3.1 GRANTEE is responsible for the contents provided in the weekly Friday Morning Report (FMR) and sharing pertinent information with GRANTEE 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) for technical assistance. GRANTEE 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 GRANTEE policy.
- 2.2.6 GRANTEE will complete annual Competent Professional Authority (CPA) and Breastfeeding Peer Counseling (BFPC) file reviews and observations of all GRANTEE 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 GRANTEE must submit a BUDGET by the assigned due date after the WIC FINAL Funding Allocation is provided each year.

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.

2.4.2 GRANTEE must submit a monthly WIC CARS Expenditure Report to the State WIC Office on actual expenses (expended or incurred) for the month submitting the report.

2.4.2.1 Allowable and unallowable costs are stated in the WI WIC Operational Manual Section 11.

2.4.2.2 Due date to make the cutoff for the CARS Upload each month is by the 10th of the next month (with exceptions; announced in the FMR).

2.4.2.3 WIC funding is on the FFY period and so the September WIC CARS Expenditure Report is due by November 10 each funding year. No expenses from January through September will be adjustable after this date.

2.4.2.4 December WIC CARS Expenditure Report is due within forty-five (45) days from the last date of the grant (December 31) according to the grant agreement details.

2.4.3 GRANTOR is required to spend 17% of the total USDA FNS NSA grant funding for Nutrition Education and 2% for Breastfeeding Promotion and Support. Therefore, GRANTEE should budget and expend approximately the same percentages to meet these requirements and the goals of the GRANTOR.

2.4.4 Special Note: Payment System CARS is being changed to *Grants Enrollment, Application, and Reporting System (GEARS)* and may be completed in the summer months of 2023. More information on this will be provided and confirmed when available. All CARS stated content can be referred to as GEARS for the current grant period.

3. Grant Funding Allocation Usage and Reimbursement Procedure

GRANTEE may use the awarded grant funding allocation to achieve the main objective and its core responsibilities as outlined in this Scope of Work (SOW). Grant funding allocation is contingent of awarded funds from USDA FNS each FFY. GRANTEE may request reimbursement only for expenses incurred for the grant on a monthly basis by submitting the WIC CARS Expenditure Report Workbook template to GRANTOR by email to DHSWICFISCALCARS@dhs.wisconsin.gov.

4. Reference: Acronyms Used in Document

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

BFPC	Breastfeeding Peer Counseling
CFDA	Catalog of Federal Domestic Assistance
CPA	Competent Professional Authority

DHS	Wisconsin Department of Health Services
FAIN	Federal Award Identification Number
FFY	Federal Fiscal Year
FMR	Friday Morning Report
FNS	Food and Nutrition Service
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	Used as 1) Wisconsin Women, Infants, and Children Program; and, 2) Wisconsin Special Supplemental Nutrition Program for Women, Infants, and Children