

Module 3: WIC Funding

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Introduction

Welcome to Module 3, WIC Funding. In this module, we will provide an overview of Special Clinic Travel Funding, other funding opportunities, such as the Farmers Market Nutrition Program (FMNP), USDA Infrastructure Grants, and final reimbursement.

WIC Federal Funding Overview

Local Agency funding is determined annually by MDH WIC, depending on available federal funds. It is based on caseload from the previously closed 12 months of July through June participant count and a monthly per participant reimbursement rate.

Caseload and Funding

See [WIC Finance](#) information on the Local Agency website for the Minnesota WIC Program Year to Date Caseload and Funding Allocations spreadsheet. This includes the current participant rate, base funding, supplemental funding, Federal Award Identification Number (FAIN), and CFDA Number 10.557.

Additional Funding

In addition to base funding determined by the caseload served, \$2,500 of annual supplemental funding is included. Additionally, agencies may be eligible for a Request to Increase Administrative Funds (RIAF) or Supplemental Clinic Travel Funding (SCTF).

Annual Supplemental Funding

Annual Supplemental Funding of \$2,500 is included in the annual grant award to assist with non-recurring expenses, such as purchase or replacement of equipment and supplies; travel to state-sponsored meetings and trainings, which includes mileage, parking, and lodging if needed; breast pumps and supplies; and other necessary items, including formula shipping, communication devices such as dual handset phones, and audiovisual equipment.

Please note that general WIC grant funding may also be used to cover any of these expenses.

Supplemental Funding - Travel Expenses

Supplemental funding may be used to cover travel expenses if incurred for the purposes of attending Advisory Group meetings, state-sponsored workgroups, state-sponsored trainings, and regional meetings.

Supplemental Funding

List these expenses on the monthly Claim for Reimbursement form on the “Other” line, or if included within another category on the form, provide an explanation of the purchased item in the “Remarks” section (for examples, see module 4). Save all receipts or purchase documentation.

The State Agency will monitor these expenses for appropriateness on the monthly claim forms and during biennial financial reviews.

Allowed Travel Expenses - CHB/CAP

Allowed travel expenses for Community Health Board (CHB) and Community Action Program (CAP) agencies are mileage, lodging, and meals. To determine mileage, multiply the number of miles by the current IRS mileage rate. If your agency reimburses at a lower rate, use that lower rate. Lodging may be reimbursed if an overnight stay is required.

The [MDH Commissioners Plan](#) determines the maximums allowed for meal reimbursement. If your agency has lower limits, use those. Agencies with higher limits can only claim up to the amount allowed on the MDH Commissioners Plan.

Allowed Travel Expenses – CHBs/CAP (continued)

Receipts must be kept for all travel expenses. You **MUST** keep receipts at your agency if being reimbursed by federal funds, even if your agency’s policy is to not keep receipts.

Documentation must be retained for a minimum of six years from the end of the grant agreement end date. See MN Operations Manual [Section 1.14: Record Retention](#) for more information.

Allowed Travel Expenses – Meals

Certain criteria must be met for meal reimbursement. Staff must be in travel status before 6:00 a.m. or have had an overnight stay to be reimbursed for breakfast.

To be reimbursed for lunch, staff must be in travel status, over thirty-five (35) miles from their temporary or permanent workstation, with the work assignment extending over the normal lunch period. Staff must be in travel status after 7:00 p.m. or staying overnight to be reimbursed for dinner.

MDH advises a gratuity of up to 20% can be added to the receipt total and is eligible for reimbursement. The total maximum meal allowance includes food expense, tax, and gratuity.

Tribal agencies should refer to their GSA plans for meal reimbursement criteria.

Allowed Travel Expenses – Meal Bunching

Combined reimbursement for two or more consecutive meals, or meal bunching, allows an employee to group the costs of several meals and claim reimbursement on the amount actually spent on all meals, not to exceed the allowed combined total.

Allowed Travel Expenses – Meal Bunching (continued)

Let’s go through an example of meal bunching. The table on the screen shows that the current meal rate for breakfast is \$11, while the actual cost of breakfast for this person is \$6. The current meal rate for lunch is \$13, and the actual cost is \$7. The current meal rate for dinner is \$19, and the actual cost is \$30. The maximum allowed current daily rate is \$43, and in this example the total of all meals is \$43.

Since the actual total cost of all three meals combined are equal to the maximum allowance, this would be acceptable for an overnight stay.

Allowed Travel Expenses - Tribal Programs:

Allowed travel expenses for Tribal Programs are mileage, lodging, and meals. Tribal agencies should follow the policies set by the [U.S. General Services Administration](#) (GSA) and their local agency tribal instructions. Receipts are always required for lodging. Receipts are also required for authorized expenses such as meals, taxi, parking, etc. that are \$75 or more.

See [U.S General Services Administration Federal Travel Regulation](#) guidance for more information.

Meal Expenses

You will not be reimbursed for any meals that were provided during a meeting, workgroup, or training. An exception would be if there is a food allergy or other dietary limitation where the staff person could not eat what was provided.

Out-of-State Travel Expenses

Out-of-State travel expenses are allowable, but such travel requires State Agency prior approval. There are two exceptions. No state approval is necessary for National WIC Association (NWA) meetings or conferences. Travel to border communities is treated as in-state travel when the destination is contiguous to the nearest Minnesota town or community.

Grantee staff must obtain travel approval and comply with requirements of the organization in which they are employed. Contact your State WIC Consultant for approval.

Supplemental Funding – Breast Pumps

Annual supplemental funding may be used for the purchase of breast pumps and allowed breastfeeding aids and accessories. Regular WIC grant funds may also be used.

For information on allowable pump purchases and breastfeeding supplies, see MN Operations Manual [Section 6.11: Supporting breastfeeding through breast pump access and education on expressing milk](#) and [Exhibit 2-D WIC Costs Allowable and Unallowable](#).

Claim pump costs on the monthly Claim for Reimbursement form on the “Other” line, or if the expense is included within another category on the form, provide an explanation of the purchase in the “Remarks” section.

Supplemental Funding – Breast Pumps (continued)

Save all receipts or purchase documentation. The State Agency will monitor these expenses for appropriateness on the monthly claim form and during biennial financial reviews.

Request for Increase of Administrative Funding (RIAF)

Agencies may request additional funding for unexpected needs related to program improvement or general infrastructure to cover non-recurring expenses. Discuss this request with your State WIC Consultant first. Funding availability varies each year and is not guaranteed.

Any planned single-item purchase or project over \$5,000 must be submitted by the state to USDA for approval. Be sure to involve your State WIC Consultant early in the planning process. See MN Operations Manual [Section 2.2: Financial Procedures](#), 2.2.2 Supplemental Funding for more information.

RIAF (continued)

Maintain a record of all capital equipment purchases. See [Exhibit 2-F WIC Capital Equipment Inventory Form](#) for an example.

If determined appropriate, submit [Exhibit 2-C Request to Increase Administrative Funds \(RIAF\)](#) to your State WIC Consultant.

Supplemental Clinic Travel Funding (SCTF)

Grantees with travel to a satellite clinic with expenses over \$2,000 per year, including both staff travel time and mileage to the site, may apply for Supplemental Clinic Travel Funding (SCTF) annually. Potential applicants will receive a worksheet application from the State Agency at the beginning of the federal fiscal year. Funding should be used to augment the WIC grant and defray those travel expenses above \$2,000 per year.

Claim these travel expenses on the monthly WIC Claim for Reimbursement. If miles driven or staffing changes during the fiscal year, notify your State WIC Consultant so that the SCTF can be revised. Supplemental Clinic Travel Funding expenses will be monitored during financial reviews.

Other Funding Opportunities

Besides standard WIC grant funding, there may be other funding opportunities. These include USDA Infrastructure grants, Public Health funding, and Final WIC reimbursement at the end of the fiscal year.

USDA Infrastructure Grants

USDA Infrastructure Grants are offered annually by USDA as funding allows, often in the springtime. The purpose of the grants varies each year, depending on USDA's goals. These grants are competitive nationally. State WIC Consultants will notify grantees when the grants are open for application.

USDA Infrastructure Grants (continued)

Agencies with potential projects should discuss these with their State WIC Consultant ahead of time. The turnaround time for submitting an application is short, so agencies who are already prepared may be more successful.

Other Public Health Funding Sources

Other Public Health Funding Sources may be used to supplement WIC, including TANF and Child and Teen Checkup. Community Health Boards may also use the state local public health grant (LPHA) to cover their WIC costs. Check with each program for specific program requirements.

Farmers Market Nutrition Program (FMNP)

For Agencies that participate in the Farmers Market Nutrition Program (FMNP) through the Department of Agriculture, follow policies in the FMNP manual.

FMNP administrative funds are used to off-set the cost and staff time for distributing FMNP checks to participants. Time spent explaining how to use the FMNP checks is a FMNP expense and not WIC allowable. Nutrition Education for the FMNP and distribution time/expenses are WIC allowable expenses.

FMNP (continued)

Staff working in both WIC and FMNP programs must distribute their time based on the allowable activities for each program. This means that time spent explaining how to use FMNP checks and distributing/mailing FMNP checks is documented as FMNP time. Time spent on FMNP nutrition education can be documented as either WIC or FMNP time.

See MN Operations Manual [Section 2.2 Financial Procedures](#) for time reporting to support staff hours billed to WIC.

Final Reimbursement:

If MDH WIC funds are available at the end of the fiscal year, the State Agency will provide a final reimbursement to Local Agencies to cover as much of their unreimbursed expenses as possible. This amount varies annually. Local Agencies will be notified in January or February if they will be receiving a final reimbursement.

Questions? Let us know!

If you have questions, please let us know! For questions about WIC Funding, you may contact Tammie Edmundson at tamara.Edmundson@state.mn.us. For questions about allowable WIC expenses, funding opportunities, and related questions, reach out to your State WIC Consultant ([State Staff Directory – WIC/CSFP](#)).

Thank you for your time.

Reference – Complete Listing of Hyperlinks

MODULE 3 : WIC FUNDING

[WIC Finance](https://www.health.state.mn.us/people/wic/localagency/program/finance/index.html) (<https://www.health.state.mn.us/people/wic/localagency/program/finance/index.html>)

[MDH Commissioners Plan](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp) (<https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>)

[Section 1.14 Record Retention](#)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch1/sctn1_14.pdf)

[U. S. General Services Administration](https://www.gsa.gov/) (<https://www.gsa.gov/>)

[U. S. General Services Administration Federal Travel Regulation](https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr) (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr>)

[Section 6.11 Supporting breastfeeding through breast pump access and education on expressing milk](#) (https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6_11.pdf)

[Exhibit 2-D WIC Costs Allowable and Unallowable](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex2/2d.pdf>)

[Section 2.2.2 Financial Procedures](#)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch2/sctn2_2.pdf)

[Exhibit 2-F WIC Capital Equipment Inventory Form](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex2/2f.doc>)

[Exhibit 2-C Request to Increase Administrative Funds \(RIAF\)](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex2/2c.docx>)

[Section 2.2 Financial Procedures](#)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch2/sctn2_2.pdf)

[State Staff Directory WIC/CSFP](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/ststfflst.pdf>)

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 1-800-657-3942