

Closeout Procedures and Deadlines FFY 2023

08/30/2023

Preparation for the end of the Federal Fiscal Year (FFY) 2023

In preparation for the end of the Federal Fiscal Year, September 30, 2023, we are providing guidance for the final reporting of WIC and Peer grant expenses.

Submitting the September 2023 WIC Claim for Reimbursement

- **Submit only one September Claim for Reimbursement.**
- The claim is due **no later than December 20, 2023.**
- Expenses incurred in September can be included on the September claim form if they are paid before the form is submitted.
- September costs not claimed in September cannot be claimed in October.
- Allowable costs that were not previously claimed from a prior month may be included in September if the costs are in the appropriate federal fiscal year.
- A cost that includes September and October, for example a phone bill, can be claimed in either fiscal year. Be consistent and assure only 12 months are billed in one federal fiscal year.
- WIC staff time spent providing services for another program must be billed to that program. If WIC grantees charge costs to programs such as TANF, Child and Teen Check-up and or Family Home Visiting, they are not allowed to request reimbursement from WIC for the same costs, i.e., “double dipping.”

Please report all direct WIC expenditures even though reimbursement is authorized only up to your final grant award amount. Information regarding a final reimbursement will be communicated after all 2023 obligations have been paid. *Final reimbursement payments will occur in late January or early February 2024.*

Agencies should review the Federal Fiscal Year 2023 Local Agency Caseload and Funding information [Minnesota WIC Program Year to Date Caseload and Funding Allocations](#) to make sure that funding awards for the year are accurate and reflect the current funding level.

Breast Pump Purchases:

Include the Breast Pump expense on the monthly WIC Claim for Reimbursement form. To request reimbursement, write “breast pumps” in the “Other” category and the amount in Column D, Breastfeeding Promotion.

Peer Breastfeeding Support Program Claims:

- Peer program grantees must submit their 2023 final claim no later than **December 20, 2023.**
- Peer related expenses in excess of the peer grant award, can be claimed on your monthly WIC Claim for Reimbursement form.
Peer Grantees should review the [MN WIC Peer Breastfeeding Support Program Grant Funding Awards](#) to make sure that funding awards for the year are accurate.

For questions related to:

- **Financial matters** – contact your State WIC Consultant or Tamara Edmundson at tamara.edmundson@state.mn.us
- **Breast pump purchases** – contact Rosie Pierce-Martin at rosie.pierce-martin@state.mn.us
- **Peer Program claims** – contact Carrie Klun at carrie.klun@state.mn.us.
- **Submitted claims** – contact Amy Lee at ames.lee@state.mn.us.

Please forward this memo to fiscal staff that are responsible for monthly claims.

Reference – Complete Listing of Hyperlinks

[Minnesota WIC Program Year to Date Caseload and Funding Allocations](https://www.health.state.mn.us/docs/people/wic/localagency/program/finance/casefundfy23.pdf)

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/finance/casefundfy23.pdf>)

[MN WIC Peer Breastfeeding Support Program Grant Funding Awards](https://www.health.state.mn.us/docs/people/wic/localagency/program/finance/peerfunding.pdf)

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

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 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.

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