

**Indiana WIC Program
Indiana State Department of Health**

Local Agency Policies

Policy

Local agency policies must be in compliance with and not override conditions of the WIC Grant Agreement, Indiana WIC policies, Federal Regulations and State Laws.

Procedure

- I. Local agency policies which duplicate Indiana WIC policy must be discontinued.
- II. Local agency policies must be reviewed and updated annually by the Coordinator. The date and signature or initials of the Coordinator must be recorded.
- III. Required local agency policies and procedures:
 - A. Employee sanctions for noncompliance with Infection Prevention and Universal Precautions
 - B. Inclement weather
 - C. Cost Allocation Plan for Shared and/or Indirect Cost
 - D. Procurement
- IV. The local agency must maintain a personnel policy that supports parity with other agency programs and divisions for:
 - employee hours,
 - salaries,
 - benefits,
 - travel reimbursement, or
 - other issues that affect WIC finance operations.