

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

**Bonuses and Staff Incentives**

**Policy**

Local Agency (LA) may request reimbursement for bonuses and staff incentives that are reasonable, necessary, and directly support the WIC program.

**Authority**

7CFR Part 3016, OMB Circulars A-87, A-102, A-110, A-122, A-133;  
ASMB C-10

**Procedures**

- I. The LA must:
  - A. Have a policy approved by the Board of Directors on bonuses and/or staff incentives in place prior to the start of the grant year. Incentives or bonuses should be based on cost reduction, efficient performance, suggestion awards, safety awards, etc.
  - B. Submit the policy to the State Agency for approval by October 1 of the grant year.
  - C. Request and receive prior written approval from the State Agency (SA) for bonuses or incentives with justification of who, when, how much, and why.
  - D. Claim reimbursement for bonuses and staff incentives under "salary" line item.