

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.