

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

**Local Agency Memorandum of Understanding**

**Policy**

A local agency Memorandum of Understanding (MOU) allows for disclosure for confidential client information to outside agencies not covered under a State MOU, or other programs within the local agency, that provide services to individuals eligible for WIC; or for outreach. Information shared must be limited to client name, address, phone number and date of birth. Local agency MOUs must be reviewed and approved by the State WIC office prior to signing.

**Authority**

7 CFR Part 246.26(d)(2)(i)(ii); (h)(3)(i)(A-E)(ii)

**Procedures**

The MOU must include:

- I. Title (e.g. Memorandum of Understanding)
- II. Opening statement identifying the agreeing parties
- III. Purpose(s) and funding of the MOU. (A statement must be included that no funding will be set aside for the agreement and therefore there will be no fiscal impact.)
- IV. Term of agreement (i.e. a start and end date not to exceed two (2) years.)
- V. Provisions of the agreement (i.e. responsibilities agreed to by both parties.)
  - A. There will be no fee for services
  - B. The local WIC agency will agree to
    - Provide client information (specifying category and age group) to the outside agency or other program within the local agency that is limited to client name, address, phone number and date of birth;
    - Retain client information for the outside agency or other program within the local agency for a specified length of time before discarding;
    - Provide outreach material to the outside agency or the other program within the local agency to share with potential WIC applicants.

- C. The outside agency or other program within the agency will agree to
- screen referrals from WIC for eligibility in the program and to provide services to eligible clients as program funding permits;
  - provide quarterly updates to the local WIC agency and to the State WIC office with data supporting the number of referrals made by the local WIC agency and the number of WIC clients receiving services through the program.
- VI. Confidentiality (A statement must be included that requires the agreeing parties to maintain the confidentiality of the shared information as explained in the provisions of the agreement.)
- VII. Modification (A statement must be included to allow the agreeing parties to make amendments to the MOU or to render the MOU null and void.)
- VIII. Termination (A statement must be included that requires a 30 day written notice of termination, including a reason and an effective date, by either party if the other party fails to comply with the terms of the MOU.)
- IX. Signature (A statement section is needed to show signature lines for each of the agreeing parties and the date the MOU was signed.)