

**REGIONAL COORDINATOR
MEETINGS 2010**

WIC Finance Topics

WHO ARE THOSE CRAZY PEOPLE IN WIC FINANCE?

- Ed Talucci: WIC Financial Manager
- Lorraine Switzer: WIC Financial Consultant
- Melonie Magee: WIC Financial Consultant
- Jyoti Khairnar: ACIS Programmer



ED TALUCCI
WIC FINANCIAL MANAGER



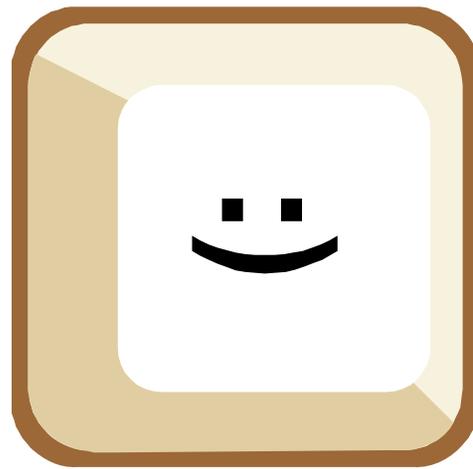
LORRAINE SWITZER
WIC FINANCIAL CONSULTANT



MELONIE MAGEE
WIC FINANCIAL CONSULTANT



JYOTI KHAIRNAR
ACIS PROGRAMMER



ACIS

The screenshot shows a web browser window displaying the Indiana Health Data Center Portal. The browser's address bar shows the URL <https://healthnet.isdh.in.gov/datacenter/main.aspx>. The page features a dark blue header with the text "Indiana Health Data Center Portal". Below the header is a navigation menu with a "Main" tab selected. On the left side, there is a sidebar with an "Account Login" section containing fields for "Username" and "Password", and buttons for "Sign In", "Register", and "About". Below the login section is a "Forget Your Password?" link. The main content area is titled "Healthnet Portal Announcements" and contains two entries: "Web Mail Access" dated 7/2/2008 and "IHAN - How to sign up additional contacts" dated 8/10/2005. The "IHAN" entry includes a medical icon and text explaining the registration process. A solid orange circle is located in the bottom right corner of the page.

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Home Mail Print W Search

Address <https://healthnet.isdh.in.gov/datacenter/main.aspx>

Indiana Health Data Center Portal

Main

Account Login

Username

Password

▶ Sign In

▶ Register

▶ About

Forget Your Password?

Healthnet Portal Announcements

Web Mail Access 7/2/2008

Access your Indiana State email remotely via browser-based mail client interfaces. Click the "read more" link to access the Indiana State Web Mail Service. --> [read more...](#)

IHAN - How to sign up additional contacts 8/10/2005

 To sign up additional IHAN contacts that you want to receive an alert the same time as your IHAN Coordinator, add those users through the registration processes just as if you were the user. Access the registration process by clicking on the 'Register' button on the left hand menu (only visible if you're logged off). Use the contacts security code you received in the email.

ACIS, CONT.

- Electronic submission of monthly claims
- ACIS Roles:
 - Data Entry = Who enters the claim.
 - Submitter = Who pushes the button to submit.
 - One role is taken by Coordinator or designated person in the WIC office.
 - The other role is taken by financial staff from the Local Agency.
 - If this is not how your roles are assigned, then please let me know ASAP so that a change can be made.



ACIS, CONT.

Indiana Health Data Center Portal

Main CDC Alert Archive My Profile My Docs My Training **ACIS** ACIS Admin

About
Contact Us
Home
Logoff



Agency Contract Invoicing System (ACIS)
Indiana State Department of Health - WIC
No Pending claims to be approved

Contract Selection

Please select from the list of your accounts and/or Account periods, and click 'Continue'

Select from list * [Continue](#)



ACCOUNT OR ACCOUNT PERIODS IN ACIS

- Each grant is given an account number and name in ACIS.
- After you log-in, select the grant from which you are requesting reimbursement:
 - USDA WIC Grant – Every local agency has a contract set up for this grant.
 - In this you will notice that contracts are listed by federal fiscal year. Each year, you are given a new contract. The current contract or account name is “USDA WIC - FY2010”.



ACCOUNT OR ACCOUNT PERIODS IN ACIS, CONT.

- Peer Counselor Grant – The grant is for Regional Breastfeeding Centers and is used to reimburse local agencies for peer counselor salary and travel.
 - Only the Regional Breastfeeding Centers have access to this grant.
 - Local Agencies submit required documentation to their Regional Center to be reimbursed.

Important Reminder: Do not take money from your Peer Counselor Grant and claim the same expense in your regular monthly claim.



ACCOUNT OR ACCOUNT PERIODS IN ACIS, CONT.

Peer Counselor Grant, cont.:

- There are currently 2 accounts:
 - FY 2010 WIC Breastfeeding Peer Counselor Grant.
 - FY 2011 WIC Breastfeeding Peer Counselor Grant.

Important Reminder: Regional Breastfeeding Centers are to use all the money in the FY 2010 account before moving to the FY 2011 account.



ACIS CATEGORIES FOR USDA WIC GRANT ACCOUNT

- **Clinic Operations** - any WIC activity.
- **Breastfeeding Promotion** - any breastfeeding activity only.
 - Each Agency has a required minimum amount. You may not spend less than that amount, and you may move money into it or ask for additional funds.
- **Regional Center**- specific breastfeeding activities, especially training and reimbursement for peer counselors to attend training.
 - Each Regional Breastfeeding Center has a required minimum amount.



ACIS LINE ITEMS FOR USDA WIC GRANT ACCOUNT

Budget Area	Amount	Remaining after claim is submitted		Sub Category Remaining after claim is submitted
Communications Clinic Operations	\$109.96	Communications \$693.38	Edit	× \$519.46
Communications Breastfeeding Promotion	\$0.00		Edit	× \$173.92
Other Clinic Operations	\$34.62	Other \$370.85	Edit	× \$295.99
Other Breastfeeding Promotion	\$8.65		Edit	× \$74.86
Indirect Clinic Operations	\$1,926.32	Indirect \$4,913.14	Edit	× \$4,599.50
Indirect Breastfeeding Promotion	\$108.24		Edit	× \$313.64
Fringe Clinic Operations	\$4,968.48	Fringe \$7,367.55	Edit	× \$7,122.88
Fringe Breastfeeding Promotion	(\$34.87)		Edit	× \$244.67
Contracts Clinic Operations	\$74.53	Contracts \$1,367.47	Edit	× \$1,367.47
Salaries Breastfeeding Promotion	\$343.98	Salaries \$54,738.50	ENTER BELOW	× \$1,968.85
Salaries Clinic Operations	\$11,868.80		ENTER BELOW	× \$52,769.65
Equipment Clinic Operations	\$0.00	Equipment \$4,843.29	Edit	× \$4,843.29
Supplies Clinic Operations	\$178.44	Supplies \$7,609.80	Edit	× \$6,469.43
Supplies Breastfeeding Promotion	\$0.02		Edit	× \$1,140.37
Travel Clinic Operations	\$241.12	Travel \$1,427.57	ENTER BELOW	× \$1,427.57
Travel Breastfeeding Promotion	\$225.22		ENTER BELOW	× \$0.00
Space Clinic Operations	\$651.97	Space \$2,922.74	Edit	× \$2,922.74



ACIS LINE ITEMS FOR USDA WIC GRANT ACCOUNT, CONT.

- Each Category has line items that are connected to specific costs for that money:
 1. Salary
 2. Fringe
 3. Contract Services
 4. Equipment
 5. Supplies
 6. Travel
 7. Communication
 8. Space Cost
 9. Other
 10. Indirect



SALARY LINE ITEM

- Salary may include:
 - Actual hours worked.
 - Regular compensation paid to employees during periods of authorized absences from the job such as annual holidays, sick leave, vacation leave, jury duty, military leave, severance, inclement weather, and other depending on your Local Agency policies and procedure.
- Costs must be reasonable, necessary, and directly support the WIC Program.



FRINGE LINE ITEM

- Fringe may include:
 - Personnel benefits in the form of the employer's contribution for FICA.
 - Life and health insurance.
 - Unemployment.
 - Workmen's compensation.
 - Retirement.



CONTRACT SERVICES

- Contract services may include:
 - Equipment lease.
 - Equipment maintenance agreements.
 - Professional services (temporary help, registered dietitian, breastfeeding consultant).
 - Janitorial services.
- This is work done by people who do not work for your local agency.
- Contract Service fees must be fair, reasonable, and consistent.



EQUIPMENT LINE ITEM

- Types of Equipment:
 - Medical - scales, recumbent boards.
 - Educational - TVs, DVDs for nutrition education viewing.
 - Office - desks, chairs, waiting room chairs.



EQUIPMENT LINE ITEM, CONT.

- “Any Purchase exceeding \$1,500 that can be depreciated, and has a use expectancy of more than one year, is considered equipment and should be budgeted as such” (subject letter #13 FY 06 June 2, 2006).
- Computers and Peripherals will be provided to your Agency by CSC. You must have advanced state approval.



SUPPLIES LINE ITEM

- Supplies can include but are not limited to:
 - Toilet paper
 - Paper towels
 - Pens
 - Pencils
 - Bandages
 - Cleaning solutions
 - Time Cards
 - Lancets
 - Microcuvettes



SUPPLIES LINE ITEM, CONT.

Additional explanations:

9. Food cost only for nutrition education demonstrations.
10. Approved nutrition education materials.
11. Printing supplies include but are not limited to: paper and toner.



SUPPLIES LINE ITEM, CONT.

12. WIC Outreach items for Health Fairs include but are not limited to: t-shirts, buttons, bibs, toothbrushes, pens, and cups.
 - Outreach items must be:
 - Be visible to the public.
 - Provides a means of encouraging WIC participation.
 - Is consistent with the WIC program goals.



SUPPLIES LINE ITEM, CONT.

- Outreach, cont.
 - Include WIC contact information such as the State Agency/ Local WIC Agency name, address, and phone number.
 - Includes a message that targets eligible populations and has a reasonable opportunity for public display.



SUPPLIES LINE ITEM, CONT.

13. Breastfeeding incentives include but are not limited to: t-shirts, buttons, pens, and bibs.
 - Breastfeeding incentives must:
 - Promote and support breastfeeding.
 - Educate on breastfeeding benefits.
 - Offer encouragement to women initiating and continuing breastfeeding.



SUPPLIES LINE ITEM, CONT.

- Breastfeeding incentives, cont.:
 - Target breastfeeding audiences.
 - Is consistent with WIC Program goals.
 - If the incentive includes the WIC name or logo, the nondiscrimination statement should be included unless the size and configuration of the item make it impractical.



SUPPLIES LINE ITEM, CONT.

- Important Reminders:
 - Supply costs must be reasonable, necessary, and directly support the WIC Program.
 - You should maintain a distribution log to track supplies and printing use.



TRAVEL LINE ITEM

- Travel may include:
 - Mileage
 - Lodging
 - Registration
 - Per diem
 - Parking
 - Air/train/bus fare, taxis/shuttle
 - Taxes
 - Communication/Internet
 - You keep this documentation on file.



TRAVEL LINE ITEM, CONT.

- Out-of-State travel must be approved prior to travel.
- You must document the approval date in the “Item Quantity” area of the itemization section when you are claiming out-of-state travel.



COMMUNICATION LINE ITEM

- Communication costs may include:
 - Internet
 - Telephone
 - Fax
 - Cell phone
 - Pager
 - Calling cards
 - Messenger services



SPACE COST LINE ITEM

- Space costs may include:
 - Rental space
 - Utilities
 - Janitorial services
 - Parking lot maintenance
 - Other rental
 - Building security



SPACE COST LINE ITEM, CONT.

- Whether privately or publicly owned, the building cost of space cannot exceed the rental cost of comparable space of facilities in a commercially owned building in the same locality.
- Local Agencies that share space must have a Cost Allocation Plan.
- If the building is owned by the Local Agency, then rent may not be charged. Depreciation and facility use allowance may be used. A written cost allocation plan is required.



OTHER LINE ITEM

- “Other” expenses may include:
 - Shipping .
 - Bonding.
 - Subscriptions (limited to dietetics, breastfeeding, pregnancy, child care, and other WIC-related magazines) .
 - Employment recruiting.
 - NWA membership dues.
 - Registration fees and/or cost of booth at health fairs.
 - CLIA certification.
 - Facility renovations with prior state approval.



INDIRECT LINE ITEM

- Administrative cost incurred by a Local Agency for running the WIC Program may be charged to WIC under the Indirect Line Item.
- A written Cost Allocation Plan is required.
- Only Not-for-Profit agencies may receive administrative cost/indirect cost with a cost allocation plan.



INDIRECT LINE ITEM, CONT.

- Health Department and Government entities cannot receive funds.
- Indirect Costs reimbursed by WIC may not exceed 10% of the budget less contracts and equipment.



ACIS

○ Contract Summary Report:

- Explains your Local Agency budget for the year.
- **Line Item Max** represents the amount of money allocated to each line item.
- **Total Submitted to Date** is how much money has been spent in each line item.
- **Remaining** is how much money remains in each line item.
- **Submitted Claim Summary** is how much money has been spent in each claim by date.
- ACIS allows you to copy and paste information from the Contract Summary into an Excel spreadsheet.



ACIS

(CONTRACT SUMMARY)

Contract Amount: \$233,323.00

**Total submitted claims to date:
\$126,363.00**

Remaining: \$106,960.00

Line Item	Total Submitted To Date	Category Total	Line Item Max	Remaining
Communications Clinic Operations	\$1,770.58	\$2,600.00	\$2,400.00	\$629.42
Communications Breastfeeding Promotion	\$26.08		\$200.00	\$173.92
Other Clinic Operations	\$4,512.39	\$4,943.00	\$4,843.00	\$330.61
Other Breastfeeding Promotion	\$16.49		\$100.00	\$83.51
Indirect Clinic Operations	\$11,523.18	\$18,647.00	\$18,049.00	\$6,525.82
Indirect Breastfeeding Promotion	\$176.12		\$598.00	\$421.88
Fringe Clinic Operations	\$26,190.64	\$39,108.00	\$38,282.00	\$12,091.36
Fringe Breastfeeding Promotion	\$616.20		\$826.00	\$209.80
Contracts Clinic Operations	\$617.00	\$2,059.00	\$2,059.00	\$1,442.00
Salaries Breastfeeding Promotion	\$1,045.17	\$138,154.00	\$3,358.00	\$2,312.83
Salaries Clinic Operations	\$70,157.55		\$134,796.00	\$64,638.45
Equipment Clinic Operations	\$156.71	\$5,000.00	\$5,000.00	\$4,843.29
Supplies Clinic Operations	\$4,065.13	\$11,988.00	\$10,713.00	\$6,647.87
Supplies Breastfeeding Promotion	\$134.61		\$1,275.00	\$1,140.39
Travel Clinic Operations	\$971.31	\$2,940.00	\$2,640.00	\$1,668.69
Travel Breastfeeding Promotion	\$74.78		\$300.00	\$225.22
Space Clinic Operations	\$4,309.29	\$7,884.00	\$7,884.00	\$3,574.71



ACIS

(CONTRACT SUMMARY, CONT.)

Submitted Claim Summary				
Total submitted claims: 7 Claim Eligible: 10/1/2009				
Claim From	Through	Total Claimed	Line Item	Submitted For This Claim
10/1/2009 12:00:00 AM	10/30/2009 12:00:00 AM	\$19,812.43	Communications Clinic Operations	\$258.00
			Other Clinic Operations	\$122.76
			Indirect Clinic Operations	\$1,940.05
			Indirect Breastfeeding Promotion	\$24.10
			Fringe Clinic Operations	\$4,504.53
			Fringe Breastfeeding Promotion	\$76.72
			Salaries Breastfeeding Promotion	\$211.68
			Salaries Clinic Operations	\$10,906.83
			Supplies Clinic Operations	\$936.44
			Supplies Breastfeeding Promotion	\$83.63
			Travel Clinic Operations	\$222.97
			Space Clinic Operations	\$524.72
11/1/2009 12:00:00 AM	11/30/2009 12:00:00 AM	\$18,794.24	Communications Clinic Operations	\$858.89
			Communications Breastfeeding Promotion	\$1.34
			Other Clinic Operations	\$1,020.04

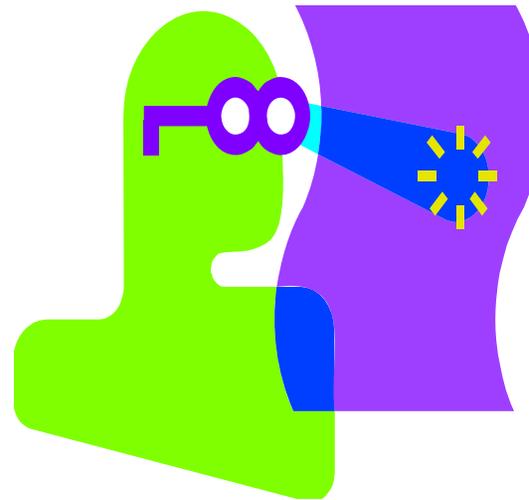


THE SEARCH FOR MORE MONEY
REQUEST FOR BUDGET CHANGE/RBC



THE SEARCH FOR MORE MONEY REQUEST FOR BUDGET CHANGE/RBC, CONT.

- Helpful hints when requesting additional funds:
 - Obtain all necessary signatures.
 - Complete justifications.
 - Be prepared for additional information requests.



THE SEARCH FOR MORE MONEY REQUEST FOR BUDGET CHANGE/RBC, CONT.

- The RBC committee will review your request for budget change. Please do not spend funding without approval of your RBC.

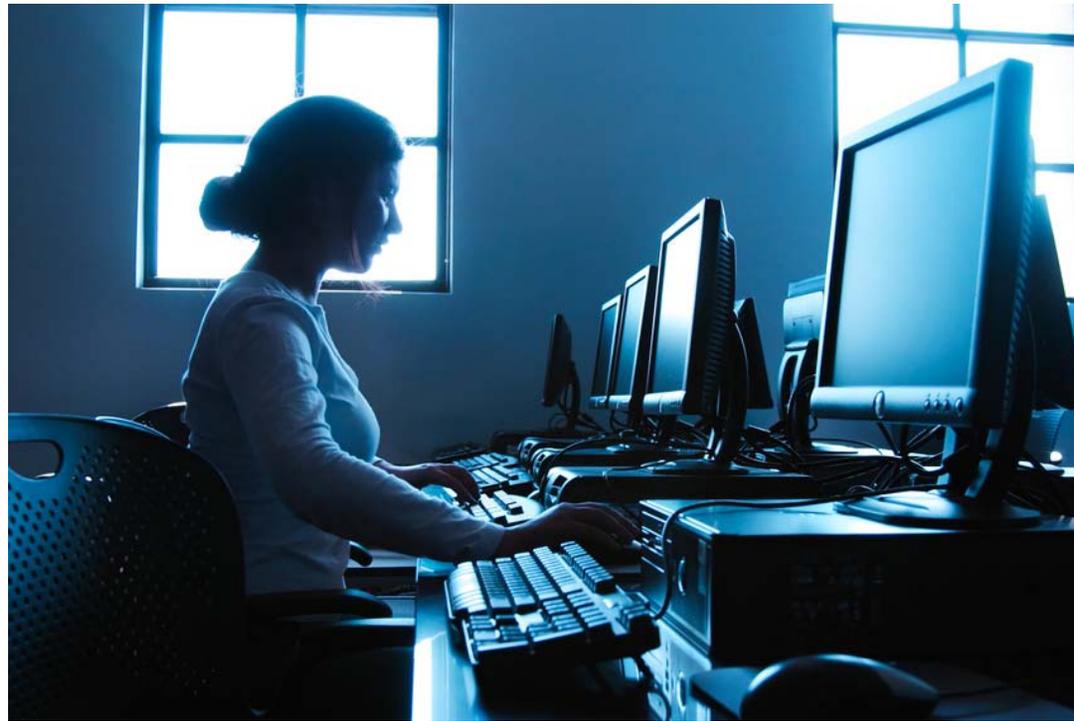


The RBC Committee will let you know when the RBC is approved.



THE SEARCH FOR MORE MONEY REQUEST FOR BUDGET CHANGE/RBC, CONT.

Lorraine prepares your contract amendment for signatures.



THE SEARCH FOR MORE MONEY REQUEST FOR BUDGET CHANGE/RBC, CONT.

Internal paperwork is signed by WIC Director,
Assistant Commissioner, and Deputy Health
Commissioner.



THE SEARCH FOR MORE MONEY REQUEST FOR BUDGET CHANGE/RBC, CONT.

Lorraine prepares the contract amendment.



THE SEARCH FOR MORE MONEY REQUEST FOR BUDGET CHANGE/RBC, CONT.

The Local Agency signs the contract amendment.



THE SEARCH FOR MORE MONEY REQUEST FOR BUDGET CHANGE/RBC, CONT.

The Local Agency sends the signed contract amendment to ISDH where it is then sent to the Department of Administration, Attorney General's Office, and the Budget Agency.



THE SEARCH FOR MORE MONEY REQUEST FOR BUDGET CHANGE/RBC, CONT.

ISDH receives the contract amendment and processes a letter that notifies the Local Agency that the amendment is approved.

Now you may make budget changes to ACIS!



THE SEARCH FOR MORE MONEY REQUEST FOR BUDGET CHANGE/RBC, CONT.

- The increase may be put on hold at any point during the approval process.
- This process may take 2 to 10 weeks after approval has been given by the WIC Director.
- The average turn-around time is 4 to 6 weeks.



RBC

- Completing an RBC form in ACIS:
 - The present agency budget is entered into the Line Item Max.
 - The RBC form has several tabs for completion: Clinic Operations, Breastfeeding Promotion, and Regional Center.
 - Breastfeeding Promotion salary is entered into the Line Item Max on the Breastfeeding Promotion Tab.



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RBC AND THE IMPORTANCE OF YOUR JUSTIFICATION!

- Providing a lot of information and detail in your justification is helpful.
- When asking for additional staff hours, please include total dollar amount and number of hours per week additional requested per staff.
- When asking for more staff, please include total dollar amount and hours per week for the total number of weeks in request.
- When replacing carpet, please explain how many square feet you are replacing and why it is needed. (Shared space includes a cost allocation plan. Send in copies of estimates.)



GREAT JUSTIFICATION EXAMPLES

○ SALARIES

- Staff have been working submitted hours since 10/1/09. These clinic staff hours were scheduled based on actual participation figures for Sept 09 of 5,273 clients.
- Spreadsheet attached, including total annual hours for each staff member.
- Present unfilled positions (bi-lingual BF peer counselor at 5 hrs/wk and part time bi-lingual clerk for County at 26/5 hours/wk).
- Staff time detailed in the following categories: Clerical, CPA, Administrative, and Breastfeeding Peer Counselors.
- FTE ratio of 432.94.

This justification included a detailed spreadsheet of all staff, hours, and number of weeks.



JUSTIFICATION THAT NEEDS IMPROVEMENT

Clinic Operations

Salaries: Increase of \$31,495. The number of individuals enrolled and participating in our WIC program has remained much higher than our assigned caseload. (Assigned: 7,850. Enrolled: Average 9,147 through January. Participating: Average 8,357 through January). This has required that we increase part-time hours of CPA staff so that we could meet clinic demand.



RBC DEADLINES CURRENT AND FUTURE

- June 1st, 2010, was the last day to submit RBCs requesting increases to your budget.
- You can submit RBCs requesting line item changes up to the final claim submission for FY 2010.
- December 1, 2010, will be the first day to submit RBCs for FY 2011.
- May 1st, 2011, will be the last day to submit RBCs requesting increases to your budget for FY 2011.
- You will be able to submit RBCs requesting line item changes up to the final claim submission for FY 2011.



THE FUTURE OF THE RBC

- We are currently working to make the RBC form electronic in FY 2011.
- It will have a similar style and format as ACIS claims. Your Present Budget will be pre-populated.



SHAREPOINT

- Request for Out-of-State Travel
- Closet Formula
- Clinic Information
- Local Agency Information
- Rent Cost Calculator



COST ALLOCATION PLANS

- Shared Cost
- Indirect/Administration



QUESTIONS FROM COORDINATORS

- Could we please review what can be submitted/claimed in each line item in ACIS?
 - Answer: Due to this question, I included detailed information earlier in this presentation, thank you for your great question.



QUESTIONS FROM COORDINATORS, CONT.

- What is the timetable for Indiana WIC going to EBT?
 - Answer: Currently, Indiana WIC is going through the process with USDA to enhance our MIS system and get a system that is EBT ready.
 - Our current system, WISE, is not EBT ready. The earliest we could have a system that is EBT ready will be 2015.
 - After that, we will have to go through the process of piloting and implementing an EBT system in Indiana.



QUESTIONS FROM COORDINATORS, CONT.

- If we have an EBT ready system by 2015, then it may take a few more years to implement EBT statewide.
- Thank you for your great question!



QUESTIONS ????

