

CHAPTER 11 AUTHORITY TO SPEND (ATS)

Introduction

This chapter provides information regarding the “Authority to Spend” (ATS) process. It includes a description of the two types of ATS funds, ATS process, and how to complete the ATS form.

I. General Information

Use of ATS Funds

The State WIC Program uses the ATS Process to award additional one-time funds during the agreement period for Other WIC Services pursuant to the WIC local agency agreement, Exhibit A, Provision 13.

Types of ATS Funds

The State WIC Program will designate ATS project funds as either non-restricted or restricted. The designation will be identified in line 21 of the ATS form.

Non-restricted funds are provided to fulfill project goals as specified in the ATS form. Any remaining balance after fulfillment of the project goals may be expended at the discretion of the WIC local agency for other allowable WIC activities within the scope of the agreement.

Restricted funds are also provided to fulfill project goals as specified in the ATS form. Any remaining balance after fulfillment of the project goals may not be expended for any other purpose. The State WIC Program typically must track these funds separately and provide a report to the United States Department of Agriculture (USDA).

Performance Outcome

The State WIC Program will quantify and provide a description of services to be performed. The WIC local agency shall be notified in advance if a written proposal identifying project activities is needed to fulfill the ATS project goals.

II. Documentation

The WIC local agency shall report all costs incurred for Other WIC Services with restricted funds on subsequent page(s) of the invoice (See Chapter 11 of the Contract Management Binder (CMB.).

The WIC local agency shall maintain and have available for review and audit, all accounting records supported by source documentation for each budget period within the agreement term. These documents shall be retained for a period of three (3) years, from the date of final payment under this agreement (See WIC local agency agreement, Exhibit D [F].).

III. Authority To Spend (ATS) Form Description

The ATS form will specify the funding amount, the services to be performed, and the performance outcome. The WIC local agency shall not expend funds prior to written authorization in the form of an ATS award letter from the State WIC Program (See WIC local agency agreement, Exhibit B, Provision 10.). If funds are expended prior to written authorization, sanctions may be leveled. The sanctions may include, but are not limited to, payment denial or withhold, recovery of the overpayment, or immediate termination of the agreement.

The ATS letter and form is generally released toward the end of each month.

The table below describes the corresponding fields on the ATS form, Attachment 11-1.

FIELD NAME	FIELD DESCRIPTION
Legal Name (WIC Local Agency) (1)	WIC local agency's name as shown on the executed agreement and any amendments.
Agreement Number (2)	Number assigned by the State of the executed agreement and amendments.
Authorization Number (3)	Number assigned by the State each time an ATS form is issued to a WIC local agency.
Effective Date (4)	Date the WIC local agency may begin to spend the authorized funds.
Fiscal Advisor (5)	Fiscal Advisor to contact with questions regarding the ATS forms.

Fiscal Advisor's Telephone Number (6)	Telephone number for the Fiscal Advisor.
Maximum Payable Amount (7)	Maximum amount a WIC local agency may be authorized to spend during the budget period.
WIC Base Funding (8)	The WIC local agency's authorized funding amount for Caseload for the budget period.
Authority to Spend Number (9)	Number the State WIC Program assigns to each ATS award and uses to track the service.
Previously Authorized (10)	Amount previously approved through the ATS process.
Currently Authorized (11)	Amount currently approved for the WIC local agency to spend.
Non-Restrictive Statement (12)	Description of how the non-restricted funds may be used.
Non-Restrictive ATS Amounts (13)	Previous and currently approved ATS non-restrictive amounts.
Restrictive Statement (14)	Description of the limitation on the use of restricted funds.
Restrictive ATS Amounts (13)	Previous and currently approved ATS restrictive amounts.
Total Funds Authorized for Expenditure (15)	Total amount that the WIC local agency has been approved to spend to date.
Maximum Payable Balance Available for Future Authorization (16)	The amount not yet authorized for expenditure during the budget period.
WIC Section Chief Signature (17)	Signature of the WIC Section Chief.
Date of WIC Section Chief's Signature (18)	Date the ATS was approved by the WIC Section Chief.

Project Name (19)	Name given to the non-restricted or restricted ATS project to be performed.
Amount (20)	ATS Project funding level.
Designation of Funds (21)	Designation if the funds awarded are non-restricted or restricted. Restricted funds to be used only for the specific project described in the performance outcome.
Performance Outcomes (22)	State WIC Program shall quantify and provide a description of each "Other WIC Services" to be performed and what performance outcomes are expected.
Contact Person (23)	Name, telephone number, and e-mail address of the person to contact if you have questions regarding this specific ATS award and the performance outcomes.
Total Non-Restricted (24)	The total amount of non-restrictive funds given to the WIC local agency in this ATS.
Total Restricted (25)	The total amount of restrictive funds given to the WIC local agency in this ATS.

IV. Attachments

Authority to Spend (ATS) form

Attachment 11-1

**WIC LOCAL AGENCY
AUTHORITY TO SPEND
Budget Period: 10/01/11-09/30/12**

LEGAL NAME (LOCAL WIC AGENCY) (1)	CONTRACT NUMBER (2)	AUTHORIZATION NUMBER (3)	EFFECTIVE DATE (4)
FISCAL ADVISOR CONTACT (5)		TELEPHONE NUMBER (6)	
MAXIMUM PAYABLE AMOUNT: (7)			
FUNDS AUTHORIZED FOR EXPENDITURE:			
WIC BASE FUNDING: 10/1/2011 Caseload Award			(8)
OTHER WIC SERVICES:			
<u>Authority To Spend Number</u> (9)	<u>Previously Authorized</u> (10)	<u>Currently Authorized</u> (11)	
(12) The following funds are authorized to reach agreed upon performance outcome(s) and when met, any unspent balances may be used on a discretionary basis to pay for any Other WIC Services within the scope of the contract.			
	(13)	(13)	\$0
			\$0
			\$0
			\$0
			\$0
			\$0
(14) The following funds cannot be spent for any purpose other than to meet mutually agreed upon performance outcome(s) without advance approval in writing from the state. When costs are claimed for the following, expenditure detail must be provided on page two of the invoice.			
<i>006 - Peer Counseling</i>	\$0		\$0
TOTAL FUNDS AUTHORIZED FOR EXPENDITURE			(15)
MAXIMUM PAYABLE BALANCE AVAILABLE FOR FUTURE AUTHORIZATION (16)			
<i>STATE WIC PROGRAM USE ONLY</i>			
SECTION CHIEF (SIGNATURE) (17)			DATE (18)

PAGE 2 FIELDS

Project Name (19)	Amount (20)	Restricted Fund (Yes/No) (21)	PERFORMANCE OUTCOME (22)	Contact Person (23) (Name, Phone #, E-Mail)
Total Non-Restricted (24)	Total Restricted (25)			