

FFY 2016 RAE Training Frequently Asked Questions

1. Do WIC local agencies have to track staff time for LVL activities?

No, local agencies are not required to track staff time for LVL activities.

2. Can WIC local agencies use the invoice designee for the RAE or do we need a separate designee letter?

A new Designee letter is required for each Federal Fiscal Year (FFY) and must be separate from the invoice Designee letter

3. Do we need to track staff time on the RAE for Farmer's Market? Do we need to track it on a separate form?

Local agencies are not required to track staff time on the RAE. However, local agencies are required to track staff time using Continuous Time Reporting.

Local agencies shall adhere to all fiscal procedures required for FMNP restricted funds and keep continuous time reports for all staff performing FMNP-related duties as outlined in Exhibit A, Attachment I, Task 7 in the contract.

Please be advised that if the Continuous Time Reporting is done when FMNP is not active, local agencies should complete a Time Study covering the period FMNP is active. A Time Study shall be completed over the active FMNP time period to avoid an audit finding.

4. What are the % requirements for the four cost categories?

Each WIC local agency program is required to spend a minimum of 1/6 (approximately 18%) of Nutrition Service and Administration (NSA) funds on nutrition education activities per 7 CFR 246.14.

5. What is the definition for Nutrition Education, Breastfeeding Promotion and Support, Client Services, and Administrative Services?

Nutrition Education

Individual and group education sessions provide information and educational materials to WIC participants. These are designed to improve health behaviors, achieve positive change in dietary habits, and emphasize relationships between nutrition and health, all in keeping with a participant's personal, cultural, and socioeconomic preferences.

Breastfeeding Promotion and Support

Strategies, initiatives, and services that increase and advance the initiation and continuation of breastfeeding among WIC participants. These costs are addressed under regulations for Nutrition Education.

Client Services

All costs expended to deliver food, other client services and benefits. Examples of these costs are staff salaries and fringe benefits, issuance of food instruments, referral of participants to other health care and social services, etc.

Administrative Services

All costs (direct or indirect) generally considered overhead or management. These costs include those associated with WIC program monitoring, prevention of fraud, general oversight, and food instrument accountability.