



State of California—Health and Human Services Agency
California Department of Public Health



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Director and State Public Health Officer

EDMUND G. BROWN JR.
Governor

LOS #: 03-18-16-022

Date: March 18, 2016

To: Primary WIC Program Contacts (PWPC)

Subject: Local Agency Contract Amendments

	INFO ONLY	<input type="checkbox"/>
	ACTION NEEDED	<input checked="" type="checkbox"/>
	POLICY CHANGE	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Administration	
<input type="checkbox"/>	Nutrition Staff	
<input type="checkbox"/>	All Staff Affected	
<input type="checkbox"/>	WIC MIS Change	

The California Department of Public Health (CDPH)/Women, Infants, and Children (WIC) Division is pleased to share information and instructions for contract amendments. Local agencies may amend years 1, 2, 3, and 4 of their contract, and the effective date of the amendments will be **October 1, 2015**.

Contract Amendment Package

The Amendment Package consists of the following documents:

- General Information
- Contract Amendment Instructions (with Attachments)
- Budget Plan Amendment Instructions

In order to assist with completing the Amendment Package, the following documents are posted on the website.

- Allowable Costs Table
- Frequently Asked Questions

The Amendment Package can be accessed at the WIC website:

<http://www.cdph.ca.gov/programs/wicworks/Pages/WIC-LocalAgencyResources.aspx>



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Funding Allocation Changes

Based on the Consumer Price Index, local agencies will receive a 2 percent budget increase starting in Year 2 and continuing in Years 3 and 4. This increase has been applied to the Band Amount, the Per Participant Rate and the Local Vendor Liaison amount.

Additionally, local agencies that have been accepted onto one of the four committees (Training, Education, Breastfeeding, and EBT/MIS Readiness) will receive additional funds based on travel requirements for the committee members. These additional funds do not need to be budgeted separately in the contract and should be added to the travel budget for Years 2, 3, and 4.

As announced during the February 10, 2016, WIC Director's Call, the Regional Breastfeeding Liaison (RBL) program is also expanding from a budget of \$1.5 million to \$3.0 million, with adjustments to current programs and the addition of 15 other local agencies for a total of 30 local agencies with a RBL.

The Farmers Market Nutrition Program (FMNP) allocations have been adjusted for 11 agencies for each of the four years to facilitate continued participation in the program.

Lastly, the Breastfeeding Peer Counselor (BPC) Program allocations are adjusted for 26 agencies, eliminating funding decreases over the contract term.

Indirect Cost Rate

Private non-profit local agencies that have an approved Indirect Cost Rate (ICR) from their Federal cognizant agency may now charge up to their approved ICR percentage on the contract, not to exceed 25 percent of Total Personnel Costs or 15 percent of Total Direct Costs. A copy of the approved ICR from the Federal cognizant agency shall be submitted with the Contract Amendment.

Private non-profit local agencies that do not have an approved ICR from their Federal cognizant agency are allowed a maximum ICR percentage of 19.6 percent of the Total Personnel Costs. A copy of the ICR proposal shall be submitted with the Contract Amendment. Private non-profit local agencies that wish to obtain an approved ICR from their cognizant agency, may submit the plan to WIC for assistance with obtaining an approved ICR.

Primary WIC Program Contact
Page 3
March 18, 2016

Action

Following the instructions posted in the Amendment Package, complete and submit your agency's amended budget and other required documents to your Contract Manager as soon as they are completed, but no later than May 1, 2016. Local Agency Contract Amendment webinars will be conducted on March 25, 2016 at 10:00 a.m. and on March 29, 2016 at 1:30 p.m. Registration information for the webinars will be released soon.

Questions

If you have any questions or need additional information, please contact your Contract Manager.

Sincerely,
(Original signed by)

Emily Smith, Chief
Local Operations Unit III
WIC Division