

Section II: Procedure Manual

Narrative Description

246.4(a)(11)(i); (ii); (iii); (iv) and (v): Provide a copy of the procedure manual developed by the State agency for guidance to local agencies in operating the WIC Program.

The WIC Program Manual (WPM) is a procedure manual developed by the California State WIC agency for local agencies. The principle function of the WPM is to inform and guide the local agency staff of the policies and procedures they are to take as they deliver program benefits to participants and provide reports and records to the State agency.

The WPM describes program administration planning requirements, certification procedures, nutrition education requirement, participants rights, breastfeeding support, referrals and health linkages, farmers' market nutrition program and food instrument integrity. <http://www.cdph.ca.gov/programs/wicworks/Pages/WICProgramManualIndex.aspx>

Updated policies:

WPM 190-30 National Voter Registration Act Training

WPM 700-06 Guidelines for Implementing the NVRA