



**Week ending issue: December 12, 2014 – Issue #236**

***Policy***

**From the WIC Services Policy and Procedure Manual – 340.10  
Equipment Purchasing Guidelines – Documentation Requirements**

Complete an Equipment Acquisition form in IowaGrants.gov for each equipment purchase.

Permanently label each item of equipment with the agency ID number and enter the item in the agency’s equipment inventory list.

Maintain an inventory list for all equipment $\geq$ \$5000 that includes:	
<ul style="list-style-type: none"> <li>• Description</li> <li>• Location</li> <li>• Acquisition cost</li> <li>• Acquisition date</li> <li>• Funding source</li> </ul>	<ul style="list-style-type: none"> <li>• Tag number</li> <li>• Serial number</li> <li>• Disposition date and method (traded in, junked, sold, etc.)</li> </ul>

The Department maintains the title to any equipment purchased with grant funds. Contractors must submit a written request to the Department to dispose of equipment (e.g., sold, traded in, or disposed).

**FY 2014 and FY 2015 Policies Approved**

All policies from FY 2014 and FY 2015 have been approved by the Mountain Plains Regional Office. All policies are now updated on the WIC Web Portal under the “Policies” section. There are currently no more policies listed under the “Pending Policies” section. Updates to the policies are highlighted in yellow. Please make sure to take some time to review the updates.

***Information***

**Stolen WIC checks and police reports**

Per policy 225.65 WIC checks can be replaced if reported stolen and the client presents a police report to substantiate this. We are aware that obtaining a police report can sometimes be a barrier for participants due to charges they may incur from the police department in order to get a copy. In those cases WIC agencies may obtain the report/case number from the client and call the police department to verify the report was made and that WIC checks were among the items reported stolen. The staff member would then document this in the clients WIC record.

Note: In both instances, WIC staff needs to verify that WIC checks were among the items reported stolen in the report or FIs may not be replaced.

## **Ten Ways Your WIC Program Can Publicize New Health Insurance Opportunities**

Open enrollment for coverage in a qualified health plan began November 15, 2014 and ends February 15, 2015. Please click the following link to identify ways you can publicize these opportunities.

<https://marketplace.cms.gov/outreach-and-education/ten-ways-to-promote-new-insurance-opportunities-wic.pdf>

### ***Thank you of the Week***

“The program has helped me make better food choices and gives me tips on caring for my baby.” – WIC Participant

*\* If you have a comment or story about how WIC has had a positive impact for you and your family we'd love to hear it! Please send us a pm and you could be featured in our next “Thank you of the Week” post!*

### ***Participant Centered Services***

#### **Engagement Skills Checklist:**

- Introduce yourself with eye contact including your role and what you will be doing
- Client-centered small talk (compliment them- their outfit, hair, arriving on time, their child's behavior, etc.)
- Reflect
- Use your body language to show you care and you are listening to them
- Discuss their goals, ask for input
- Open with open ended questions
- Roll with Resistance

#### **To grow your skills in this area:**

- Break them down and pick one
- Experiment/Practice
- Review how it went
- Go back to the drawing board
- Rinse and Repeat

### ***eWIC Update***

#### **eWIC Card Chosen!**

Two eWIC card designs were posted on the Iowa WIC Facebook page on the afternoon of Wednesday, December 3<sup>rd</sup>. Voting took place through Sunday, December 7<sup>th</sup>. The card design that received the most likes is the card that we will use. See the winner below!



## ***WIC 40<sup>th</sup> Anniversary Trivia***

### **WIC 40<sup>th</sup> Anniversary Trivia Week #24 (Next to last week of trivia)**

#### **Week #23 questions with answers in Bold**

- Iowa WIC in 1980 went from vouchers for specific categories of foods on separate checks to preprinted checks sent from the state office for participants already on the WIC program. How were checks handled for new participants? **Checks for new clients were hand written on blank check stock.**
  - Handwritten on blank check stock
  - Use of the programmable typewriter to print on blank check stock
  - Clients had to wait till the next batch of checks arrived from the state office
- Can a participant buy seasonal Silk brand eggnog with a check that says Soymilk-Silk? **No, eggnog is not approved.**
- Which statement is not true of WIC breastfeeding peer counselors? **The not true statement is “Volunteer their time” because peer counselors are paid.**
  - They have been or are currently on the WIC program
  - Have successfully breastfeed at least one baby
  - Make phone calls to pregnant and breastfeeding WIC moms
  - Volunteer their time to help WIC mothers
  - Receive 16 hours of initial training

#### **Week #24 questions**

- Can clients buy cheese shaped like stars, Christmas trees or cows?
- If a client buys a WIC approved food item that “comes with” a free non WIC items, are they entitled to the free item? For example, if the store ad says if you buy one dozen large eggs you get a free bag of French fries, can the WIC client receive the French fries?
- Can a US state have more than one state WIC agency?

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## Dates to Remember

**2015** \*\*\*\*note highlighted dates and topics indicate a change from the usual\*\*\*\*

### New Employee Training Go-To Meeting

- NETC Go-To- Meeting (All New Staff) – January 15, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – January 21, from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) - January 22, from 8:30- 11:30  
**\*\*Please note the dates in January.**
- NETC Go-To- Meeting (All New Staff) – March 12, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – March 19, from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) - March 26, from 8:30- 11:30
  
- NETC Go-To- Meeting (All New Staff) – May 14, from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – May 21, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) - May 28, from 8:30- 11:30  
**\*\*\*\* Please note changes in order of trainings for May**
  
- NETC Go-To- Meeting (All New Staff) – July 9, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – July 16, from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) - July 23, from 8:30- 11:30
  
- NETC Go-To- Meeting (All New Staff) – September 10, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – September 17, from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) - September 24, from 8:30- 11:30
  
- NETC Go-To- Meeting (All New Staff) – November 12, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – November 18, from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) - November 19, from 8:30- 11:30  
**\*\*Please note the dates in November.**

### Core Trainings

- WIC Contractor Webinar: January 29, 2015
- Maternal Nutrition: March 24, 2015
- Breastfeeding Nutrition: March 25, 2015
- WIC Contractor In Person Meeting: August 25, 2015
- Infant/Child Nutrition: September 1, 2015
- Communication and Rapport: October 28, 2015

## Available Formula

Product	Quantity	Expiration Date	Agency	Contact
Pediasure Peptide 1.0 cal 8 oz RTU	1 case and 18 cans	12/2014	HACAP	Angela Munson 319-393-7811
Elecare Jr. Unflavored Powdered	3 cases + 1 can	2/1/2015	Mid Sioux Opportunity	Amy Kreber 712-786-3488
Vanilla Pediasure 1.5 Calorie w/Fier	3 cases (24 cans/case)	2/2015	MICA	Sierra Meyer 515-232-9020 x105
Elecare Jr. Unflavored Powdered	2 cases + 2 cans	5/1/2015	Mid Sioux Opportunity	Amy Kreber 712-7886-3488
Powdered Nutricia Neocate Infant DHA/ARA Amino Acid Based Infant Formula w/iron	5 cans	8/2015	North Iowa Community Action	Carla Miller 641-432-5044 X24
EleCare Jr. Unflavored, powder	12 cans, 14.1 oz	11/2015	Siouxland	Allyson Woltman 712-279-6636
Similac PM 60/40 Calcilo XD	1 can 1 can	1/2016 2/2017	Broadlawns	Kathy Flagg 515-263-5660

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