

# MONTANA STATE PLAN & POLICY MANUAL

## CHAPTER ONE

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Policy Number 1-1  
Overview  
Effective Date: October 1, 2007

### Overview

#### Purpose

To provide an action plan with defined goals and objectives for the annual operation and administration of the WIC Program.

To demonstrate compliance with Federal Law and USDA Regulations applicable to the WIC Program.

To inform the public and local programs of WIC Program components and operations and provide a mechanism for their input into program administration.

#### Authority

WIC is administered by the United States Department of Agriculture (USDA) under Public Law 7CFR 95-627, Child Nutrition Act of 1966. Current regulations were issued January, 2005, Consolidated WIC Regulations (see Federal Regulations).

#### Policy

Public Law 7CFR 95-627 defines the purpose of WIC:

*“Congress finds that substantial numbers of pregnant, postpartum and breastfeeding women, infants and children from families with inadequate income are at special risk with respect to their physical and mental health by reason of inadequate nutrition or health care or both. The purpose of WIC is to provide supplemental foods and nutrition education through local programs to eligible persons. The WIC program shall serve as an adjunct to good health care during critical times of growth and development in order to prevent the occurrence of health problems and improve the health status of these persons.”*

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### WIC Program

#### I. History

- A. The Montana WIC Program began in 1974, with two pilot projects on the Fort Peck and Northern Cheyenne Reservations. Approximately 800 women, infants and children received program benefits monthly. Total program funds at that time were approximately \$120,000.
- B. Currently over 21,000 participants per month receive WIC benefits through 27 local WIC Programs (including seven Indian Reservations). See the listing of Montana State WIC Program Local Clinics and Service Area Maps.

**II. Description**

- A. The Special Supplemental Nutrition Program provides low income, pregnant, lactating and postpartum women, infants and children up to age five, at nutrition risk, with:
  - 1. Nutrition screening, education and counseling to improve eating behaviors and reduce or eliminate nutrition problems.
  - 2. Access to preventive health programs and referral to private and public health providers.
  - 3. Selected foods to supplement diets lacking in nutrients needed during this critical time of growth and development.

**III. Organizational Overview**

- A. Funds for food and administrative costs are funneled from USDA, Food and Nutrition Services (FNS), to the State WIC Agency, which in Montana is the State Department of Public Health and Human Services, Public Health & Safety Division, Family and Community Health Bureau, Special Supplemental Nutrition Program for Women, Infants and Children (WIC).
- B. The State WIC Agency makes grants to local programs which provide direct services to the participants. Responsibilities for delivery of the services are divided into three levels:

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<b>Local Agency</b>	<b>State WIC Agency</b>	<b>USDA Regional Office Denver, Colorado</b>
Follow Federal and State policies and procedures	Follow USDA regulations; Make policies and develop procedures for program operations	Act as a clearinghouse for USDA Policy and information
Hire a qualified CPA and additional professional and clerical staff as appropriate and notify State WIC Agency when vacancies occur	Provide technical assistance to local programs	Provide technical assistance
	Provide program funding to local programs through contracts via an established funding formula	Distribute funds to state agencies via published funding formulas
Maintain financial, administrative and participant records	Maintain responsible fiscal operations	
Determine eligibility of applicants and certify those eligible for Program benefits	Perform management evaluations of local programs	Perform management evaluations on state and local programs
Provide nutrition education to participants in accord with the nutrition education plan and prescribed nutrition services standards	Ensure valid and consistent nutrition training is available to local program staff	Provide guidance as requested
Provide certain minimum health services to participants, including but not limited to referral to and follow-up of appropriate medical care	Review, evaluate and follow-up on local program breastfeeding and nutrition plans. Provide opportunities for appropriate WIC continuing education	
Maintain a drug free workplace	Maintain a drug free workplace	