

District Nutrition Service Directors
Items for Discussion (Including Parking Lot)
Sept 2016

1. **We would like to re-visit the requirement that only nutritionist with a verification statement can be hired.**
 - a. The state convened a Workforce Committee to address this issue. The first Workforce Committee meeting was held December 12, 2016. Participating members voiced support for updating the current policy to include individuals with a BS Nutrition degree that did not earn a verification statement.
 - b. Follow Up Activities Needed: Outline the difference in coursework between a Nutrition degree that provides a verification statement and one that does not.
 - c. The Workforce Committee is evaluating all positions listed in the current CPA definition, including Nursing. More information will be provided as it is available.
2. **Request update on IES & state system.**
 - a. IES – Deloitte is scheduled to present this topic on day two of the NSD meeting.
 - b. ESM – The Implementation Advanced Planning Document was submitted to USDA for approval on April 12, 2016. USDA has 60 days to provide a response.
3. **Please clarify the process and requirements for re-printing vouchers in foster care situations as well as non-foster care situations. Do we need to complete the Lost, stolen, destroyed report?**

When vouchers are requested to be reprinted for foster children, stolen vouchers, or other situations, complete the Lost, Stolen Destroyed voucher report and fax the report to Beth Vaughn at CSC. Maintain a copy of the report at the clinic, district office, send a copy to the technology manager at the state office.
4. **Would like to discuss the current level of detail required when documenting activities in PARS. Why is this level of detail required vs. entering the total amount of time for each activity for the day? For districts/clinics that provide nutrition ed. classes they can spend several hours keying individual WIC id #'s. It is also our understanding that state WIC staff do not complete pars. We would also like to reiterate the fact that in addition to completing PARS we still complete the verification statements every 6 months?**
 - a. The level of detail required was determined during the development of PARS. PARS was developed to insure that non-WIC staff were not being paid for non-WIC work and employee compensation was properly documented per 2 CFR §200.430(i) Compensation – Personal Services, Standards for Documentation of Personnel Expenses. The input of participant IDs was included as a self-validation that WIC work was actually occurring. In past discussions with USDA/SERO, SWO has indicated that this is not a regulatory requirement and detail could be refined to the reporting requirements of 1) program management, 2) client services, 3) nutrition education and 4) breastfeeding. We should obtain USDA approval before changing



- however. This will require programming changes that might not be feasible in the run-up to ESM.
- b. State WIC staff do not complete PARS. State staff do enter time into the timekeeping module of TEAMWORKS (PeopleSoft). SWO staff is usually not split between separate programs such as District staff effort can be.
 - c. If we can assure that Districts are charging the WIC program for only WIC work through either PARS or some other properly internally controlled timekeeping system at the Districts, the certification of wages would no longer be necessary.
5. **Please provide clarification on district paying the following fees, CLC, CDR, LD, etc.?**
- a. Professional activity costs such as register dietitian annual fees are eligible costs per §200.454 Memberships, subscriptions, and professional activity costs. (a) Costs of the non-Federal entity's membership in business, technical, and professional organizations are allowable.
 - b. Licensure fees when paid for staff to act for the benefit of the program are eligible. It would be wise not to pay an employee's license fee if they are practicing outside of WIC employment for their own benefit. If license fees are paid in such instances, the cost could be disallowed as not being necessary to program operations.
6. **The “One Call” system is currently in use in several district with good success. Can the state explore the possibility of getting a state contract?**
- Yes, the SWO can assist with procuring a statewide contract for “One Call”. To insure the proper system needs are met, knowledgeable district staff would be required to assist in specification deliverable design of the procurement instrument.
7. **We would like to request that the monthly cadence call be limited to “hot button” topics or items since time is limited to one hour. Not enough time to discuss policy related information.**
8. **We would like to request a pilot to perform WIC certification by VICS.**
- Video Certification Policy: CT-840.08; has been submitted to USDA for approval. We anticipate statewide approval for video certifications when USDA approves the Policies and Procedures.
9. **Will the districts operations specialist be available on after hours and on Saturdays if clinic computers goes down?**
- Yes, if they are aware your clinics will be open on Saturday or after core hours they will be available.
10. **Does Georgia Gateway clearinghouse count as separation of duties to allow for a CPA only site?**
- Only if the information is completed in customer portal and the CPA does not enter any intake information in worker portal.
11. **Since you all have funds please consider purchasing breastfeeding posters, nutrition education materials, etc.**

- 12. For records requests, we should now contact that states Point of Contact and not the individual clinic? Should we direct requests from other states to our states POC?**
- a. If the clinic is in-state you can continue to use GWIS or contact the clinic. If it is out of state you can continue to contact the clinic but if you have problems reaching the clinic or gaining the requested information, you can contact that states point of contact.
 - b. If you receive a call from another state requesting information, provide the information to the person requesting it.
- 13. Please consider if the manual voucher form could only be required if manual vouchers could not be entered the same day?**
Under Review
- 14. If there is only one clerk on site, who verifies issuance and entry of manual voucher information (who would be the second verifier)?**
The second verifier can be the CPA or clinic manager.
- 15. Add manual voucher approval to computer issues report.**
Under review
- 16. Review Separation of duties exemption form.**
Attached is the revised Separation of Duties form.
- 17. How do we send part-time staff that are not allowed to work 28 hours a week to a seven day training?**
The part time staff will have to be trained by your full time staff that attended the training.

Separation of Duty Form/District Office

Type of Certification (Home, Hospital, etc.)	Date of Certification	Was Any Information Missing? (Cert. , Voucher Receipt, Nutrition Information)	Name of Person who performed Certification	Nutrition Services Director or Designee's Name	Approved or Disapproved	Completion Date

(This form must be kept on file for 3 years plus current year)