Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2011 Policy No. IS-01
Revised: August 1, 2019

System Planning and Operation

Authority

7 CFR Part 246.4(a)(12) and §277.18(p)

Policy

1. Local Agencies shall be responsible for purchasing or providing their own laptop computers, network systems, hardware and software necessary for completing all automated data processing functions as required by Federal and State agencies, including maintaining requisite levels of data security (See Policy IS-4, Data Security).
2. The State Agency shall be responsible for the procurement, implementation, and maintenance of all WIC-related Management Information Systems (MIS) and Electronic Benefit Transfer (EBT) software and systems.
3. The State Agency shall ensure that file storage and backup hardware procedures are sufficient to allow the system to recover and continue processing after a disaster.

Procedure

1. The State Agency is responsible for the following system functions:

    1.1 Preparing management reports

    1.2 State level data entry

    1.3 MIS development and enhancements (through contract with Maine Office of Information Technology and outside contractors as needed)

    1.4 MIS system hardware operation (through contract with Maine Office of Information Technology and outside contractors as needed)

    1.5 Custom software development (through contract with Maine Office of Information Technology and outside contractors as needed)

    1.6 Custom software maintenance (through contract with Maine Office of Information Technology and outside contractors as needed)

1.7 Provision of a backup computer facility (through contract with Maine Office of Information Technology and outside contractors as needed)

1.8 System documentation, as developed by the Maine Office of Information Technology.

2. The Local agency is responsible for the following system functions:

2.1 Data entry

2.2 Food instrument production, including eWIC

2.3 Preparation of management reports

2.4 Printing forms