Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2011 Policy No. OM-5
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Disaster Recovery

Authority

7 CFR §246.7(c), (d)(2)(v)(C), (f)(2)(iii)(A), (g)(2)(3)

7 CFR §246.12(r)(4)

22 MRSA §255 and §1951

Policy

1. The State Agency is responsible for developing a WIC Program disaster plan. This plan is part of the broader Maine CDC disaster plan.

2. The State Agency's WIC Program disaster plan shall include the following components:

   2.1 Procedures to assess the extent of a disaster and report findings

   2.2 Provisions for access to program records

   2.3 Alternative certification and food issuance sites and procedures

   2.4 Food package adjustments

   2.5 Emergency food delivery systems

   2.6 Information System (IS) Recovery

   2.7 IS alternate procedures

   2.8 Emergency authorization of vendors

   2.9 Back-up computer systems

   2.10 Disaster staffing arrangements

   2.11 Use of wireless equipment in Local Agencies

3. Local Agencies shall have individual disaster plans addressing WIC Program operations which shall be updated annually and forwarded to the State Agency office. Local Agency disaster recovery plans must address all of the same components outlined above in the State Agency WIC Nutrition Program disaster plan.

4. Local Agencies shall be required to have Business Continuity Plans in place which address how they shall continue to provide essential WIC functions and services in the event of business disruptions such as theft or vandalism, equipment or information technology systems failure, loss or illness of key staff, corporate mergers or shut-downs impacting vendors and participants. These plans shall be updated annually.

5. The State Agency shall designate a staff person to coordinate disaster planning.

6. In the event of a disaster, Local Agency supervisors shall contact the State Agency to report the Agency's status.

7. Disaster-related evacuees who seek WIC benefits shall be considered as special nutritional risk applicants and receive expedited certification processing.

8. In case of disaster, the State Agency may authorize Local Agencies under its jurisdiction to establish shorter certification periods on a case-by-case basis. If the State Agency exercises this option, it shall issue guidance for use by Local Agencies in establishing the shorter periods.

Procedures

1. When a disaster occurs, the Local Agency WIC director shall contact the State Agency to check in with readiness level.

2. The annual Management Evaluation Review (MER) shall monitor the timeliness of changes to the Local Agency plans.

3. All plans must be approved by the Department of Health and Human Services and shall be reviewed for compliance and consistency with the State Agency disaster plan.

4. Local Agency plans shall include:

   4.1. Contact information for: WIC staff, State Agency staff, and local emergency or other services phone numbers.

   4.2. Site information, including:

      4.2.1. Driving directions to the office and/or clinic.

      4.2.2. Description of agency site, including elevators and stairs, and location of WIC office within the agency.

      4.2.3. General agency building information (e.g., if electricity is out, is power provided by generator? If so, how long?)

      4.2.4. Floor plan of WIC office, specifically identifying location of necessary equipment, keys to locking cabinets, special formula log, location of food instruments or e-WIC card stock.

4.2.5. Identification of alternate site options, (other state offices, clinics, other community options)

5. State and Local Agency business continuity plans shall cover the following topics:

5.1. Assessment of the likelihood of a particular crisis occurring and its possible frequency

5.2. Determination of the potential impact the crisis has on business operations

5.3. Plan to minimize the potential impact of the crisis upon business