

# Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2011

Policy No. FM-7

Revised: July 20, 2016

## State and Local Agency Access to Funds

### Authority

7 CFR §246.4(a)(12)

2 CFR §200

### Policy

1. The State Agency shall reimburse Local Agencies for WIC related allowable expenditures.

### Procedures

1. In order to qualify for payment, an expenditure must be:
  - 1.1 At or below the level of its approved budget line item.
  - 1.2 Supported by appropriate documentation (e.g., check, invoice, agenda)
  - 1.3 Reasonable and necessary expense for WIC (refer to Policy No. FM-8, State and Local Agency Allowable Costs for further explanation).
2. If at any time expenditure exceeds the amount budgeted for that particular line item, the State Agency requires the Local Agency to:
  - 2.1 Provide justification for exceeding the budget line item
  - 2.2 Make an offsetting adjustment to another line item in its budget
  - 2.3 Request approval of a budget modification
3. Local Agencies shall receive payment via the payment method requested which can be either:
  - 3.1 Electronic funds transfer
  - 3.2 State treasury check
4. Contract payments will be made according to the Cost Settled Agreement payment schedule-monthly and 1/12<sup>th</sup>.
  - 4.1 Upon receipt and review of each Local Agencies quarterly report, contract management will create a payment, incorporating their decision to not change, withhold or catch-up payments.

5. Each Local Agency shall file a quarterly report by the 24th day of the month, following a quarter. This report can be found on the Division of Contract Management's website.
  - 5.1 It is important that each quarterly report:
    - 5.1.1 Reports the total expenditure for each program
      - 5.1.1.1 WIC expenditures (administrative and food)
      - 5.1.1.2 Breastfeeding Peer Counseling (BFPC)
      - 5.1.1.3 Farmer's Market Nutrition Program (FMNP)
6. Expenditures must be broken down by line item and function in accordance with the approved budget
7. 60-day closeout report
  - 7.1 The sixty (60) day closeout report (due on November 24<sup>th</sup>) is similar to the quarterly financial report, but shows previously obligated expenses from the prior contract period that were disbursed during the period of liquidation.
  - 7.2 Expenditures for the prior contract period paid after November 30<sup>th</sup> may not be reimbursed by the program if funds have already been recaptured by the USDA.
8. Requests for reimbursement submitted more than sixty (60) calendar days following the end of the contract period shall not be processed. Exceptions shall be considered on a case-by-case basis for extenuating circumstances such as a catastrophic event, natural disaster, or criminal activity that substantially interferes with normal business operations or causes damage or destruction of the place of business and/or records. A written statement describing the extenuating circumstance and the late request for reimbursement shall be submitted for review and approval to the State Agency.