

State Plan Changes

FFY2023 Maine WIC State Plan Changes. Please see www.maine.gov/wic for state plan noticing and comments.

Document Name	Policy No	Revised Date	Section	Page Number	Description of Amendment
Breastfeeding Promotion and Support: Breastfeeding Friendly Environment	BF-1	6/13/22	Whole document		Update of language to include chestfeeding and nursing
Breastfeeding Promotion and Support: Staff Breastfeeding Promotion	BF-2	6/13/22	Whole document		DEI update of language to include chestfeeding and nursing, replaced “woman/women” with participant(s)
Breastfeeding Promotion and Support: Staff Breastfeeding Promotion	BF-2	6/13/22	2	1-2	2.1 – staff must discuss breast/chestfeeding with all pregnant and breastfeeding postpartum participants at all appointments and document discussion topics in the NE tab in SPIRIT 2.1.1 – included prenatal topics that should be discussed and documented in SPIRIT 2.1.2 – included topics that should be discussed and documented in SPIRIT for all breastfeeding participants 2.2 – staff must document participants concerns, knowledge, and attitudes related to breast/chestfeeding in the NE tab in SPIRIT 2.3 – staff must document support given to breastfeeding participants in the NE tab in SPIRIT
Breastfeeding Promotion and Support: Breastfeeding Coordinator	BF-3	6/13/22	Whole document		DEI update of language to include chestfeeding and nursing, replaced “woman/women” with participant(s)
Breastfeeding Promotion and Support: Contacts	BF-4	6/13/22	Whole document		DEI update of language to include chestfeeding and nursing, replaced “woman/women” with participant(s)
Breastfeeding Promotion and Support: Contacts	BF-4	6/13/22	2	Page 2	Included expectation of documenting prenatal breastfeeding education in Spirit

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Breastfeeding Promotion and Support: Breastfeeding Food Packages	BF-5	6/13/22	Whole document		DEI update of language to include chestfeeding and nursing, replaced “woman/women” with participant(s)/parent, and included gender neutral pronouns as appropriate
Breastfeeding Promotion and Support: Provision of Electric Breastpumps	BF-6	6/13/22	Whole document		DEI update of language to include chestfeeding and nursing, replaced “woman/women” with participant(s)/parent, and included gender neutral pronouns as appropriate
Breastfeeding Promotion and Support: Provision of Electric Breastpumps	BF-6	6/13/22	6	2	Included procedures for prenatal issuance of electric breast pump
Breastfeeding Promotion and Support	BF-6	6/13/22	9.1	2	9.1.2 – Staff issuing EBP must provide education on cleaning and maintenance at the time of issuance 9.1.3 – Staff issuing EBP must provide education on human milk storage guidelines 9.1.4 – Staff must upload signed agreement into SPIRIT and document in participant file that education on assembly, cleaning, maintenance, and human milk storage was given.
Breastfeeding Promotion and Support: Provision of Electric Breastpumps	BF-6	6/13/22	9.6	4	9.6.1 - Included expectation for more frequent follow-up for more complicated dyads by LA DBE. 9.6.3 – staff conducting nutrition education appointments with participants that have been issued an EBP should discuss and document frequency of pumping and ounces yielded from pumping.
Breastfeeding Promotion and Support: Provision of Electric Breastpumps	BF-6	6/13/22	10	4	More frequent follow up moved to 9.6.1
Breastfeeding Promotion and Support: Manual Pumps and Breastfeeding	BF-7	6/13/22	Whole document		DEI update of language to include chestfeeding and nursing, replaced “woman/women” with participant(s)/parent, and included gender neutral pronouns as appropriate

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Breastfeeding Promotion and Support: Manual Pumps and Breastfeeding	BF-7	6/13/22	1.1	1	Included expectation that pump usage and milk storage education be documented in Spirit
Breastfeeding Promotion and Support: Breastfeeding Contraindications	BF-8	6/13/22	Whole document		DEI update of language to include chestfeeding and nursing, replaced “woman/women” with participant(s)/parent, and included gender neutral pronouns as appropriate
State Certified Letter for Loaner EBP Return	Appendix BF-6D	6/13/22	Whole document		DEI update of language to include chestfeeding and nursing, replaced “woman/women” with participant(s)/parent, and included gender neutral pronouns as appropriate
Breastfeeding Peer Counselor: BFPC Scope of Practice	BFPC-2	6/13/22	5	5	Detailed list of instances where BFPC are to yield to their supervisor included from DBE curriculum. As it currently exists, these yields are in place regardless of training/experience
Breastfeeding Peer Counselor: Training of Breastfeeding Peer Counselors	BFPC-3	6/13/22	1	1	Replaced old curriculum (Loving Support) with “WIC Breastfeeding Curriculum. Included information on how to access WIC Breastfeeding curriculum
Breastfeeding Peer Counselor: BFPC Supervisor	BFPC-5	6/13/22	1	1	Replaced old curriculum (Loving Support) with “WIC Breastfeeding Curriculum.
Breastfeeding Peer Counselor: Supervisor Scope of Practice	BFPC-6	6/13/22	1	2	Added weekly requirement for BFPC & BFPC Supervisor meetings/check-ins Added requirement for BFPC Supervisors to ensure that BFPCs maintain appropriate scope of practice Added due date for BFPC activity log
Breastfeeding Peer Counselor: Supervisor Scope of Practice	BFPC-6	6/13/22	2	3	Added due date for BFPC activity log
Breastfeeding Peer Counselor: Supervisor Scope of Practice	BFPC-6	6/13/22	3	3	Added expectation for addressing areas for improvement as determined by biannual BFPC survey Added expectation for SA dissemination of BFPC survey results

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Breastfeeding Peer Counselor: Referrals	BFPC-7	6/22/22	2		Removed document referenced as appendix BFPC-5A (Moms Helping Moms Referral form). This document is outdated and would required a lot of tweaks to be in line with DEI language. Recording of referrals in SPIRIT is adequate for documentation purposes.
BFPC Supervisor Job Description	Appendix BFPC-5 A	6/22/22	Entire document		Replaced old curriculum (Loving Support) with "WIC Breastfeeding Curriculum.
Moms Helping Moms	Appendix BFPC-7 A	6/22/22	Entire document		Removed
Eligibility Application Process, Identification Requirements and Documentation	CE-1	6/22/22	Policy 2.4.2 Procedure 1, 12.1, 12.9.1	1,5, 7	1 updated proof of ID for recerts- visual recognition 2.4.2 included end of pregnancy language 12.1 updated link 12.9.1 updated proof of ID for recerts- visual recognition
Income Guidelines	Appendix -CE-2-A	4/20/22	Entire doc	1	Updated to reflect new income guidelines for 185% FPL as directed by FNS
Nutrition Risk Determination	CE-3	6/22/22	Procedure 28	8	28- added clarification regarding manufacturer instructions 28.1 Required information for scale calibration tracking
Rights and Responsibilities	CE-Appendix 1-C	6/22/22	Rights Responsibilities Dropped from program	1 & 2	Updated NDS wording Included treating both participants and staff equal and with respect.
Refusal of Hematological Screening	Appendix CE-3-B	6/22/22	Non-Discrimination	1	Updated language
Caseload Management No-Show	CM-1	6/22/22	Policy 3	1	Policy 3- Remove requirement of prorating food package for missed or late appointments.
Caseload Management Caseload Allocation of Services	CM-2	6/22/22	Procedure 3.5 Procedure 5	2	3.5- Clarification and reference added for calibration directions. 5- Separated caseload minimum to its own line

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Community Outreach and Retention	CM-3	6/22/22	Procedure 1.1	1	1.1 Clarification on use of NDS on outreach materials, referenced back to Civil Rights policy 3.1.6 Included online nutrition ed 5.5 included SA designed outreach log option
Outreach Log	CM-Appendix -3-B	6/22/22	Entire log	Entire doc	• New log to track outreach
WIC Outreach Targets - Agencies and Businesses	CM-Appendix -3-A	6/22/22	Line 1	1 last line	Updated substance use wording Updated domestic violence wording
Civil Rights	CR-1	6/21/22	2	Page 4	Typo
Civil Rights	CR-4	6/21/22	1.2	1,2	Removed State complaint process as FNS now covers Gender Identity and Sexual Orientation complaints.
Food Benefit Pick up	FD-2	6/22/22	Procedure	3.5	Removed 3.5 – proration of benefits removed.
Return of Formula	FD-7		Entire section		Clarifies that returned formula or other WIC foods must be destroyed.
State Agency Financial Management System	FM-1	6/24/22	Procedure 1,2,4	1,2	Updated DHHS Financial Service Center name in document.
State Agency Reporting Requirements	FM-4	6/24/22	Procedure 1,3,4	1	Updated grant management system, removed reference to Outlook, added “such as” and WIC’s computer system removed SQL server.
Local Agency Funds Allocation and Budget Submission	FM-5	6/24/22	Procedure 3,4	2	Removed links. Add reference to new document Appendix 5B required reports.
Local Agency Financial Management System	FM-6	6/24/22	Procedure 5	1	Corrected typo and removed link.
State and Local Agency Access to Funds.	FM-7	6/24/22	Procedure 5	2	Removed link.
State and Local Agency Allowable Costs	FM-8	6/24/22	Procedure 7	3	Corrected typo.

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Required Reports	FM-Appendix 5 B		Whole document		New document.
Financial Management (FM)	FM-18	6/23/22	Procedures	1	<ul style="list-style-type: none"> EBT redemption data 1-3 standard deviation and or up to 15% removed infant food and cereal
Functional Requirements Checklist	IS-3	6/6/22	1, items 26 and new 29	2	<ul style="list-style-type: none"> Updated 1.26 from TIP to FDP “current specification” since required fields change for the next few years. Added 1.29 for Educate participant on use of Bnft and document in the system. No additional recommendations from OIT for this policy.
Data Security Authority	IS-4	6/9/22	13		Deleted 128 bit encryption and added ‘256’
Data Security Authority	IS-4	6/9/22	15		Added mobile devices. Policy name may need to be updated. (?)
Data Security Authority	IS-4	6/9/22	29.3		Added mobile devices and Tablets with InTune requirement.
Local Agency IT Requirements	IS-5	6/6/22	1.1	1	Added workstation configuration requirements from the CDP SpiritWeb DTSD v1.8 released 12/16/2021
Local Agency IT Requirements	IS-5	6/6/22	2.11	2	Added detail per OIT ‘who’ should have VPN and why. Directors for report access.
Monitoring and Audit	MA-App2b	6/21/22		1	Removed prior administration details.
Monitoring and Audit	MA-2	6/21/22	Hearing contact		Updated contact information.
Management Evolution Review Form	Appendix MA-2A	6/22/22	Clinic Mngt	1.1.4	Addition of processing standard requirement
Nutrition Counseling	NS-1	6/16/2022	5.2.4; 6.1.2	2	Updated CVB language; revised technology term

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Nutrition Counseling	NS-1	6/16/2022	7	2-3	Updated requirement to use Nutrition Education tab and Nutrition Assessment tab for documenting all nutrition-related appointments
Nutrition Counseling	NS-1	6/16/2022	9.8	4	Added BNFT instruction
Food Package Design	NS-2	6/16/2022	3.1	2	Updated FFY year contract date
Food Package Design	NS-2	6/16/2022	9.2.7	4	Removed appendix reference—no longer use
Nutrition Counseling	NS-4	6/16/2022	1.3	2	Removed voucher (do not use) and corrected report name
Nutrition Counseling	NS-5	6/16/2022	Whole document		Updated Substance Use language
Nutrition Counseling	NS-5	6/16/2022	5	2	Added requirement to document referrals in MIS at Cert and MC appts
Medically High Risk Participants	NS-6		2.16	2	Updated language for drug use
WIC Appt Quick Guide	NS-A-1-D			1	Removed use of general note
Food Package Design Appendix	NS-A-2-A		3	4-5	Corrected FPIII Max Benefit Table
Food Package Design Appendix	NS-A-2-A		8	11	Added MMA table for children and women
Formula Recon	NS-A-2-D		Document	1	Removed formula we cannot direct order
State Staffing	OM-1		Under Nutritionist	3	There's a floating * that should be removed
State Staffing	OM-1		Procedures, 2	3	Hyphenate case-by-case
Participant Fraud and Abuse	OM-7		1.10	2	Deleted medical formula vouchers.
Parental and Custodial Rights	OM-8		4.4.2.2.	2	Paper deleted

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Parental and Custodial Rights	OM-8		4.4.2.3	3	Paper deleted
Participant Rights and Responsibilities	OM-10		6	2	Participant booklet deleted
Participant Rights and Responsibilities	OM-10		9.3	2	Participant booklet requirement at appointment and store deleted
Participant Rights and Responsibilities	OM-10		1	2	Participant booklet should be deleted
Participant Rights and Responsibilities	OM-10		4	3	Participant booklet should be deleted
Training and Continuing Education Requirements for Direct Service Staff Authority	OM-12			2. 3. 4. 5. 7 and 8	Fixed pagination.
Training and Continuing Education Requirements for Direct Service Staff Authority	OM-12		3.1.5	5	Changed phone number to 207-200-8737.
Training and Continuing Education Requirements for Direct Service Staff Authority	OM-12		4.1.1	5	Added . at the end of the sentence.
Mandated Reporting and Confidentiality	OM-14		3.1	2	Floating 4 at the end of sentence removed.
WIC Confidentiality and Privacy	OM-15		3	1	Non-Conflict of Interest Statement added.
WIC Confidentiality and Privacy	OM-15		4	1	Missing . at the end of the sentence.
Travel	OM-17		4.1.1.5	2	Director of Office of Health Equity changed to Associate Director of Division of Disease Prevention
Travel	OM-17		4.2.1.4	3	Changed Office to Division of Disease Prevention
Vendor Operations	VM-12	6/17/22	Procedures 1.3	4	add info on mid transaction receipt
Vendor Selection And Authorization	VM-1	6/17/22	14.2	4	replace the word “stamp” with “number”

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Vendor Selection And Authorization	VM-1	6/17/22	4	6	Typo correction “at least one”
Routine Monitoring	VM-4	6/17/22			Added Footer
Sanction System	VM-6	3/24/22	Procedures 4.4	7	Civil Monetary Penalty (CMP) Inflation Update