

<p style="text-align: center;"><b>Nutrition Services</b> <b>Department of State Health Services</b></p>
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Effective January 1, 2017

Policy No. GA:21.0

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**Open, Relocate, or Close a Clinic Site**

**Purpose**

To establish the requirements for opening, relocating, or closing a Local Agency (LA) clinic site.

**Authority**

State Policy

**Policy**

Local Agency shall obtain prior written approval before opening, relocating, or closing a clinic site.

**Definitions**

Clinic Site Justification – a required form for LA to complete when requesting State Agency (SA) approval in order to open, relocate, or close a LA clinic site. The link to the form is: <http://www.dshs.texas.gov/wichd/wicdir.shtm>.

**Procedures**

- I. Opening or relocating a clinic site
  - A. The LA shall submit a completed Clinic Site Justification form to the SA for approval one hundred twenty (120) days prior to the proposed start date of the new clinic site. The form shall include but is not limited to:
    1. Justification of need for new clinic or relocation of existing clinic site;
    2. A list of LA's current sites, operating hours, participation and staff at each site;

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3. Potential clinic site including: address, size and cost of clinic space;
  4. Whether the new clinic will provide services to a specialized group (e.g. migrants, colonias, military);
  5. Whether the clinic will be co-located with other health services;
  6. The percentage of potential eligibles in the county where clinic is to be opened;
  7. The number of WIC vendors in the proposed clinic area;
  8. Timeframes, both for opening of clinic and reaching full participation;
  9. Anticipated staffing, caseload and clinic schedule
  10. Name and location of closest WIC clinic (miles) near the proposed site including other LA WIC clinics;
  11. Anticipated costs associated with clinic (e.g. equipment, refurbishment and personnel costs); and
  12. Other pertinent information.
- B. The SA shall approve or disapprove the request in writing; factors considered in the approval process include but are not limited to:
1. Whether or not another LA serves the same area;
  2. LA's financial status;
  3. The LA's processing timeframes as required by CS:02.0; and
  4. Whether the number of potential eligibles supports the need for a new clinic.
- C. Once the LA receives approval to open new site or relocate an existing site, LA shall complete the request to add a new or relocate a clinic site found at <http://www.dshs.texas.gov/wichd/hd/chg-reg.shtm> at least forty-five (45) days prior to clinic start date and the LA should refer to AUT: 7.0 for any additional computer needs.

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- II. Closing a clinic site
  - A. The LA shall submit a completed Clinic Site Justification form to the SA for approval ninety (90) days prior to the proposed close date of the clinic site. The form shall include but is not limited to:
    - 1. Justification of need for closing the clinic site.
    - 2. A list of LA's current sites and participation at each site;
    - 3. The percentage of potential eligibles in the county where clinic is to be closed;
    - 4. Closest WIC clinic (miles);
    - 5. Plan for serving site's current participants;
    - 6. Plan for notification of current participants; and
    - 7. Other pertinent information.
  - B. The SA shall approve or disapprove the request in writing; factors considered in the approval process include but are not limited to:
    - 1. The number of participants and potential eligibles to be affected;
    - 2. Distance to the nearest WIC clinic (miles);
    - 3. Financial impact on local agency; and
    - 4. Clinic staffing.
  - C. Once the LA receives approval to close existing site, the LA shall complete the request to close a clinic site found at <http://www.dshs.texas.gov/wichd/hd/mailclose.shtm> at least forty-five (45) days prior to clinic closing date.
- III. LA shall submit the completed Clinic Site Justification form by email to [Clinic.Site.Requests@dshs.texas.gov](mailto:Clinic.Site.Requests@dshs.texas.gov).
- IV. The LA shall retain written SA approval to be available for audit/review.