



Memorandum

#12-011

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: February 10, 2012

SUBJECT: WISE Report, form WIC-227A

This is a reminder that March is the data collection month for the *WISE Report*, form WIC-227A. Information from this report is used to fulfill the United States Department of Agriculture (USDA) federal reporting requirements. A packet of *WISE* reporting information is available on the WIC web page at <http://www.dshs.state.tx.us/wichd/fin/wiserpt.shtm>. The packet includes:

- *A WISE Cost Report Form (WIC-227A)*
- *Instructions for WISE Cost Report (Form WIC-227A)*
- *Examples of Activities for WISE Report Categories*
- *WISE Cost Report Policy (AC:29.0)* http://www.dshs.state.tx.us/wichd/policy/pdf_files/AC_29-0.pdf

Each local agency must report expenditures broken down into the five categories required for the *WISE Report* during the month of March. This may entail tracking time spent on duties associated with the different categories for some of your staff during this time period in order to accurately allocate salaries and benefits. If your March billing will include pay periods for a different month, then you may choose to track staff time associated with the time period billed **or** actual staff time for the calendar month of March. If the latter option is selected, then indicate in the remarks section that salary costs included on this report will differ from those included on your March billing.

Careful review of the document entitled *Examples of Activities for WISE Report Categories* is required, since some immunization-related costs are allowable WIC expenditures through the effort of coordination. The WIC immunization number reported in block #11 should only include shots given by WIC staff in WIC clinics.

Again, this data is an important part of our federal reporting to USDA. It is your responsibility to make sure that this report reflects expenditures divided into these five functional categories as accurately as possible. **The *WISE Report* must be submitted to the State Agency by Monday, April 30, 2012.** Electronic copies are acceptable which means originals are not required to be mailed to the State Office. However, please retain originals for audit purposes. Any delays in reporting will hold up the fiscal year 2013 contract process.

If you have questions or require additional information, please contact Yolanda Caad, WIC Program Services Operations Branch, Nutrition Services Section, at (512) 341-4533, or Yolanda.Caad@dshs.state.tx.us