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# 16-020

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Amanda Hovis, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** February 25, 2016

**SUBJECT:** WISE Report Due to the State Agency by Monday, May 2, 2016

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March is the data collection month for the *WISE Report*, Form WIC-227A. Information collected from this report is 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:

- *WISE Cost Report Form* (Form WIC-227A)
- *WISE Cost Report Form Instructions* (Form WIC-227A)
- Examples of Activities for the *WISE Report* Categories
- *WISE Cost Report Policy AC:29.0*  
[http://www.dshs.state.tx.us/wichd/policy/pdf\\_files/AC\\_29-0.pdf](http://www.dshs.state.tx.us/wichd/policy/pdf_files/AC_29-0.pdf)

For the *WISE Report* each local agency must report expenditures made during the month of March and separate them into the four categories. To allocate salaries accurately and benefits, you may need to track time spent on duties associated with the different categories for some of your staff during this time. If your March billing includes pay periods for a different month, you may choose to track staff time associated with the time billed or actual staff time for the calendar month of March. If you select the latter option, you must indicate in the remarks section that salary costs included on this report will differ from those included on your March billing.

Again, this data is an important part of our federal reporting to the USDA. You are responsible for making sure this report reflects expenditures divided into these four functional categories as accurately as possible. Submit the *WISE Report* to the State Agency by Monday, May 2, 2016. Electronic copies will be accepted which means hardcopy originals are not required to be mailed to the State Office. However, please retain the originals for audit purposes.

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](mailto:Yolanda.Caad@dshs.state.tx.us)