

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective April 1, 2016

Policy No. AC:29.0

WISE Cost Report, WIC-227A

Purpose

To provide the state agency (SA) with the necessary breakdown of all local agency (LA) costs into the four categories mandated by federal nutrition services and administrative costs (NSA) reporting requirements.

Authority

7 CFR Part 3016

Policy

LAs shall report their expenditures for the month of March of each contract year in the four functional categories mandated by the United States Department of Agriculture (USDA). Federal regulations require LA costs to be categorized as: nutrition education, breastfeeding, general administration, and client services. All expenditures shall be reported by the SA as an addendum to the year-end closeout report.

Procedures

- I. The LA shall follow the instructions attached to or on the reverse side of the SA supplied WISE cost report, WIC-227A form. This form may be located at: <http://www.dshs.state.tx.us/wichd/fin/wiserpt.shtm>.
- II. The LA shall submit the annual WISE cost report to the SA by April 30th of each year.

Guidelines

A detailed explanation of the activities and types of costs that fit into each of the four categories can be found at <http://www.dshs.state.tx.us/wichd/fin/wiserpt.shtm>.