

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

Effective January 1, 2011

Policy No. AC:02.0

Reimbursement of Allowable WIC Expenses

Purpose

To ensure that all reimbursement of expenditures are attributed to the proper fiscal year.

Authority

7 CFR Part 246.16, 246.17, Part 3016.41

Policy

On a monthly basis, each local agency (LA) shall be reimbursed for actual allowable WIC expenses. Outstanding obligations shall be submitted within 30 days following the last day of the federal fiscal year so that funds applicable to the proper period may be encumbered.

Procedures

- I. Each LA shall request reimbursement for actual allowable expenditures on a monthly basis. LA may bill either on cash basis or accrual basis provided the method is consistently used throughout the contract period. Contractors that use cash basis accounting must make adjustments to the final billing and financial reporting submitted to the SA so that expenses/costs are presented on an accrual basis.
 - a. Cash basis expenditures must be paid by the LA before reimbursement can be requested.
 - b. Accrual basis expenditures must be paid prior to requesting reimbursement when possible but no later than the 10th day after receipt of payment from the SA.

- II. For the last month of the federal fiscal year (September), the LA shall request its regular monthly reimbursement via a State of Texas

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Purchase Voucher, Form B-13. In addition, the LA shall provide a list of all outstanding obligations 30 days following the last day of the federal fiscal year. These shall represent items of expense that have been encumbered but not yet billed to the SA as of September 30th.

- III. As the obligations above are liquidated, the LA shall submit supplemental billings requesting reimbursement.
- IV. All obligations shall be liquidated no later than 60 calendar days following the contract term to meet the deadlines for federal fiscal year close-out imposed by USDA.
- V. Requests for reimbursement submitted more than 60 calendar days following the end of the contract attachment term shall not be processed. Exceptions shall be considered on a case-by-case basis for extenuating circumstances such as a catastrophic event, natural disaster, or criminal activity that substantially interferes with normal business operations or causes damage or destruction of the place of business and/or records. A written statement describing the extenuating circumstance and the late request for reimbursement shall be submitted for review and approval to the WIC program.

Guidelines

Department of State Health Services Contractor's Financial Procedures Manual may be accessed at <http://www.dshs.state.tx.us/contracts/cfpm.shtm>