Allowable Costs – Communications & Utilities

Purpose
To allow local agencies (LAs) to charge actual costs or a pro-rated share of communications and utilities costs necessary to administer all phases of the WIC Program.

Authority
7 CFR Part 3016; Uniform Grant Guidance, 2 CFR 200

Policy
LAs may request reimbursement for the cost of communications and utilities.

Procedures
I. Communication shall include:
   A. Charges shall be supported by documentation such as statements from communication companies, long distance logs, and proof of payment.
   B. All communication expenses shall be allocated to administrative costs unless the agency has a dedicated phone line for special activities such as peer counseling and lactation services.

II. Utility charges shall be supported by documentation such as:
   A. Statements from utility companies, floor plans, extension surveys, and proof of payment.
   B. Documentation including floor plans, shall support the allocation of utilities among Administration, Nutrition Education, and Breastfeeding.

III. Allocation among Administration, Nutrition Education, and Breastfeeding shall be based on floor plans.