

## Section II: Local Agency Procedure Manual

### IV. Local Organization and Management

#### C. Local Agency Selection

##### **Purpose**

This policy provides general guidance for applying to operate a WIC clinic at the local level, as well as site selection determinants.

##### **Policy**

It is the policy of the Montana WIC Program to accept applications for providing WIC services in a designated service area and via satellite clinics ongoing. Applications will be considered based on the information provided and placement in the Affirmative Action Plan.

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#### **1. Structure of Contract Awards for WIC Local Agencies**

- It is the goal of the Montana WIC program to service the entire geographic area of the state. All counties and reservations shall be covered for service delivery through contracts with local entities.
- Any counties or reservations that have a master contract with the State of Montana DPHHS may be awarded a task order to provide WIC services locally, covering an agreed upon region (may include several counties) where this is in the best interest of the Montana WIC program.
  - The lead agency requesting and accepting the task order must be fully able to provide all WIC services and provide adequate oversight of any satellite or outlying clinics in their region. Sub-contracts for service delivery require approval by the State Director.
- WIC contracts may also be awarded based on competitive bidding process, or Request for Proposal (RFP).
- Determination of service site delivery (clinic locations and schedules) will be made by the lead local agency holding the contract or task order for the region. Consideration shall be given to:
  - Placement of the location in the Affirmative Action Plan.
  - Potentially eligible population.
  - Interest or demand by the residents; and/or,
  - Feasibility and cost effectiveness.
- Opening additional sites within a region requires an application to be submitted to the State for review and approval.
- Closing existing sites, or significantly changing the location of an existing site, requires completion of a *Civil Rights Impact Analysis* which is covered in policy A. Civil Rights/Non-Discrimination and Complaints within Section. II Local, XI. Civil Rights.

## 2. Application Process

- The process for applying to operate a WIC clinic, including additional locations within an existing agency region, or conversion from a satellite site to a local agency region, is:
  - Submit the attachment, *Application for a Local Program* to the State WIC Director, the State Director will respond:
    - Within 15 calendar days after receipt of an incomplete application to provide written notification to the applicant agency detailing the additional information required.
    - Within 30 calendar days after receipt of a complete application, the applicant will be notified in writing of approval or disapproval of application.
  - Within 90 days notification of approval, the State WIC Office will complete the following activities:
    - The new clinic(s) IT department will work with DPPHS to ensure all WIC software is installed on applicable machines.
      - The new clinic(s) operating on local network's will be provided funding in the contract along with contract language outlining the requirements for WIC.
    - Notify the bank of additions to the system
    - Update Local Agency Directory (LAD), phone lists and other contact or communication forms
    - Any other activities as required to assure that additional sites are functional
- Additional clinic sites may not open until final written approval is received from the state WIC office.
- Additional funding will be considered on a case-by-case basis and is dependent on funding availability as well as how the clinic addition alters the funding formula.
- Additional funding for equipment to furnish a new site will be evaluated on a case-by-case basis.
- When an application is disapproved, the applicant agency will be given written notification of its right to appeal, and of the reasons for disapproval.

## 3. Review Criteria

- The review criteria for selection of local programs to administer the WIC program will include, but is not limited to, the following factors:
  - The applicant's position in the attachment *Affirmative Action Table*
  - Adherence to 7 CFR 246.5:
    - Priority A: A public or private non-profit health agency that provides ongoing routine pediatric and obstetric care and administrative services.

- Priority B: A public or private non-profit health or human service agency that will enter into a written agreement with another agency for either ongoing routine pediatric and obstetric care or administrative services.
  - Priority C: A public or private non-profit health agency that will enter into a written agreement with private physicians, licensed by the State, in order to provide ongoing routine pediatric and obstetric care to a specific category of participants (women, infants or children).
  - Priority D: A private or non-profit human service agency that will enter into a written agreement with private physicians, licensed by the State, to provide ongoing routine pediatric and obstetric care.
  - Priority E: A public or private non-profit health or human service agency that will provide ongoing routine pediatric and obstetric care through referral to a health provider.
- The applicant's plan for providing linkages with appropriate health care providers.
  - Supporting documentation of the projected caseload must accompany the application. Historical data from prior contractors may be used.
  - The applicant's projected ability to meet WIC Program regulations and State policies and procedures.
  - The qualifications of the staff, the applicant's history of performance in other programs, and in administering similar public health services.
  - The applicant's ability to make the WIC program accessible to participants.
  - The applicant's projected cost of operations.
  - Participant access to services (i.e., distance to another WIC clinic which can meet the needs of the community).