FY 2025 State Plan Summary of Changes

SECTION II LOCAL POLICY AND PROCEDURES (P&P)	
POLICY CHANGE/CLARIFICATION	**POLICY SECTION(S)**
I. Vendor Management	
Clarified who can enter complaints into Vision. Encouraging written complaints.	Complaints Against Vendors
Added who enters training/monitoring evaluations into Vision	State and Local Responsibilities
Small wording change	Vendor Authorization
Removed a form we no longer use	Vendor Monitoring
Changed shopping guide to vendor guide for vendor training	Vendor Training
II. Nutrition Services & Breastfeeding:	
Updated to plain language. Updated table formatting.	Anthro and Lab Procedures
Added that hematological data is only good if 90 days from the WIC appt (to match the referral data form).	Anthro and Lab Procedures
Added section to clarify what to do with hematological testing for pregnant, breastfeeding, and postpartum women.	Anthro and Lab Procedures
Updated issuance wording to match online eWIC lingo. (issue to account rather than load to card)	Certification Health Assessment
Removed the "Benefit pickup" section – no longer relevant with Online eWIC.	Nutrition Education
Rewording of language and sentences throughout to clarify.	Nutrition Education
Added definition of stated ordered formula.	Ordering Formula from the State
Clarified instructions of how to select and create correct food packages when issuing state ordered formula.	Ordering Formula from the State
Clarified that a clinic receiving and issuance "log" is required and what it is to be used for.	Ordering Formula from the State
Updated information regarding submitting and returning orders due to the new SharePoint processes.	Ordering Formula from the State

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SECTION II LOCAL POLICY AND PROCEDURES (P&P)	
POLICY CHANGE/CLARIFICATION	**POLICY SECTION(S)**
Clarified the methods used to prorate special formula or alter the issuance period.	Ordering Formula from the State
Updated wording for clarity.	Ordering Formula from the State
State RD approval no longer needed before SharePoint order is submitted on orders for individuals not yet certified on the Utah WIC program. Staff must follow steps specified still prior to ordering formula (Xii. b, c). State RD approval will come once order form is submitted.	Ordering Formula from the State
Added clarification on when to check the box High Risk Follow Up Appointment box.	High Risk Protocol
Provided clarity and added more examples of what can be included in the high-risk SOAP note.	High Risk Protocol
Updated Breast pump form wording. Clarification on what is needed for serialized and non-serialized items.	Breastfeeding Aids
Updated Single User Pump policy.	Breastfeeding Aids
All pump contacts to be documented in Comment/Alerts section, unless a PC.	Breastfeeding Aids
Added that pump cleaning must be documented in VISION in the BF Equipment screen in the comments section.	Breastfeeding Aids
Added table on personnel and compensation for PC program. Added clarification on who can be a PC/DBE.	BF Positive Peer Influence
Added policy on how to document PC contacts.	BF Promotion and Support
Updated structure of document for easier readability.	Tailoring Food Packages
No longer require to exclude certain foods due to lack of refrigeration or storage.	Tailoring Food Packages
Updated terminology and procedures from smartcard to online WIC benefits issuance. FNB was listed for liquid concentrate instead of MMA, this has been corrected. Increased CVB amounts added. Removed FAFAF information from the Food Packages P&P to a new policy called Formula and Food Authorization Form.	Food Packages
Increased CVB amounts added. Capitalization and grammar updates.	Foods Authorized
Moved FAFAF information from the Food Packages P&P to a new policy called Formula and Food Authorization Form.	Formula and Food Authorization Form (new)
New risks added. Table of contents added.	Nutrition Risk Manual

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SECTION II LOCAL POLICY AND PROCEDURES (P&P)	
POLICY CHANGE/CLARIFICATION	**POLICY SECTION(S)**
III. Information System	
Policy updated to require that the Active WIC staff report be run by the last business day of each month. Local WIC Directory Excel sheets in SharePoint must be updated by the end of each calendar month.	Required Reports
Scans should be uploaded to VISION promptly (within 10 business days)	Documentation
Approved Teletask system uses added.	Documentation
Rights and responsibilities signed through Teletask must be uploaded to Vision.	Documentation
IV. Organization & Management	
State owned equipment updated to add magstripe readers. Card readers removed.	Computer Hardware, Equipment Inventory
Locals will complete their LHD's Security and Privacy Awareness trainings annually. Removed the option to complete the DTS trainings.	Staff Training
Added requirement for staff to document in-services on required topics in the Other Training Tracking table in VISION starting Oct 1, 2024.	Staff Training
Clarified that staff will log state-provided trainings and training modules that are required in the State Sponsored Training Tracking table in VISION.	Staff Training
Added "and nipple shields" in the table to mirror policies in the BF Aids P&P.	Staff Training
V. NSA Expenditures	
VI. Food Funds Management	
VII. Caseload Management	
VIII. Certification, Eligibility and Coordination of Services	
Requirement added to request an email address for the family. It is needed to register for the participant portal, but an email address is not required for certification.	Steps for Certification
Policy added that: WIC staff must save the records they entered into VISION and exit the family before another staff person opens the family and adds or edits any records.	Steps for Certification
Structure updated.	Steps for Certification

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SECTION II LOCAL POLICY AND PROCEDURES (P&P)	
POLICY CHANGE/CLARIFICATION	**POLICY SECTION(S)**
Clarification added that the applicant's current physical address must be entered into the VISION system. If the mailing address is different from the physical address, the mailing address should also be entered. Both addresses must be kept current. If the mailing address is no longer used, an end date can be entered. The Zip Code from the mailing address is sent to WIC Direct to be used for setting the card PIN and other card services.	Proof of Residency
Clarification added that staff must verify the address listed on the proof of residency matches the address listed for the family in the Physical Address section. If not, a new address record must be entered there.	Proof of Residency
Policy added regarding a Safe at Home substitute address as required by state law to protect victims of abuse or domestic violence.	Proof of Residency
Utah WIC Newborn Identification Form removed as an acceptable proof of ID.	Proof of Identity
Added ID proof type: Personal Utah Immunization Record/USIIS record (can be obtained on the Docket app or from a medical provider).	Proof of Identity
Removed a participant violation regarding use of a card reported lost or stolen since this will not be needed with online eWIC. Updated guidance for handling participant violation sanctions.	Participant Violations
Added clarification that: Participants who arrive at a Utah clinic with a valid VOC must be transferred and allowed to continue participating through the end of their current certification period, even if the participant does not meet Utah WIC's nutritional risk, priority or income criteria.	Transfers
Updated income guidelines effective July 1, 2024	Income Guidelines
Updated signature capture methods for the R&R	Right and Responsibilities Procedures
Added clarification that clients may submit missing proofs through the Teletask Chat secure link.	Provisional Certs
Updates made to the procedures for removing benefits for terminated participants after a 15-day notification period due to changes with online eWIC.	Termination
IX. Food Delivery and Food Instrument Accountability and Control	
Removed policies related to card checkout and check in. Removed requirement to use the Vault Outside Cards screen.	Card Inventory
Updated information about the quantity of cards in a tray (250) and box (1000).	Card Inventory

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SECTION II LOCAL POLICY AND PROCEDURES (P&P)	
POLICY CHANGE/CLARIFICATION	**POLICY SECTION(S)**
Removed policies relating to smart cards and replaced them with online card policies. i.e, removed card replacement wait period, replaced "hot card" term with "deactivate", etc. Removed the requirement to offer a Tyvek sleeve. PIN set up and change information updated. Card balance correction (CBC) term changed to account balance correction (ABC).	Card Inventory, Card Issuance, Instructions to Participants, Replacing Cards
Card functions available on the ebtEDGE website and the eWIC customer service phone line are listed. Requirement added to ask the client to call the WIC card customer service line to set a PIN while they are in the clinic. The address should be verified. A card instruction sheet should be provided with each new card issuance.	Card Issuance
Lost Cards and Hot Carding Section renamed Replacing Cards. Added clarification that when replacing cards, it is not necessary to first deactivate the card in VISION. The Replacement Card Setup function automatically deactivates the old card. The Deactivate Card function is used only when a participant notifies the clinic of a lost or stolen card that needs to be deactivated while waiting to receive a replacement card.	Replacing Cards
X. Monitoring and Audits	
XI. Civil Rights	
Added clarifications and requirements related to marking the preferred spoken language and printouts language.	Limited English Proficiency
The assurance of civil rights contract language was updated to the latest revision from USDA.	Nondiscrimination Statement

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SECTION III- STATE OPERATIONS	
POLICY CHANGE/CLARIFICATION	**POLICY SECTION(S)**
I. Vendor Management	
I_Food Delivery_FY2025 Completed	I_Food Delivery_FY2025
Not to Exceed (NTE) settings adjusted for WIC Direct	Reimbursement and Claims
Updates made based on online WIC processing conversion from smartcard.	Definitions in Food Delivery, File Transmissions, Food Delivery System and Transaction Procedures, Names of Companies in Food Delivery, Vendor Authorization.
II. Nutrition Services & Breastfeeding	
II_Nutrition_Services_FY2025 Completed	II_Nutrition_Services_ FY2025
Utah Nutrition Education Plan FY2025 added	Utah Nutrition Education Plan FY2025
Updated capitalization, spacing, and outdated info.	Participant screening and assessment docs
Updated Nutrition Risk Manual to current version.	Nutrition Risk Manual
Updated capitalization, spacing, and outdated info.	Nutrition education and counseling docs
Added this document to reflect the certification health assessments doc in the local policies section.	Certification Health Assessments (new to State Plan Section III)
Updated doc title from "Staff Requirements and Training" to "State Staffing Requirements and Training." Updated language to mirror current language in 7 CFR 246.3.	Staff Requirements and Training

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SECTION III- STATE OPERATIONS	
POLICY CHANGE/CLARIFICATION	**POLICY SECTION(S)**
Updated wording and where to find available statewide services.	Health Care Referrals
Updated to reflect current agreement between Medicaid and WIC.	Medicaid
Updated capitalizations, spacing, and outdated info.	BF promotion and support docs
Updated language from food instruments to reflect online eWIC	Food Packages
Changes to the cost section.	Foods Authorized
Removed outdated information.	Foods Authorized
Added allowed food specifications.	Foods Authorized
Updated name of food booklet to current name: Utah WIC Program Shopping Guide	Foods Authorized
III. Information System	
IV. Organization & Management	
IV_Organization_and_Management_FY2025 completed	IV_Organization_and_Management_FY2025
Created a Disaster Plan for the state agency as required. This is a companion to the Emergency Planning policy for local agencies found in State Plan section II.	Disaster Plan (new to State Plan Section III)
V. NSA Expenditures	
V_NSA_FY2025 Completed	V_NSA_FY2025
VI. Food Funds Management	
VII. Caseload Management	
VII_Caseload_Management_FY2025 Completed	VII_Caseload_Management_FY2025
Estimated Participation added	Estimated Participation
VIII. Certification, Eligibility and Coordination of Services	

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SECTION III- STATE OPERATIONS	
POLICY CHANGE/CLARIFICATION	**POLICY SECTION(S)**
VIII_Certification_Eligibility_and_Coordination_FY2025 Completed	VIII_Certification_Eligibility_and_Coordination_FY2025
IX. Food Delivery and Food Instrument Accountability and Control	
X. Monitoring and Audits	
XI. Civil Rights	