

Memorandums

- I. Policy Memorandums will be the standard for how local WIC Directors will be informed of new policy or changes in policy within a fiscal year from the State agency.
- II. All Policy Memorandums and Information Memorandums will be sent electronically via e-mail to Local WIC Directors and will be posted on the Utah WIC SharePoint site.
- III. The only exception to this is when the State WIC Program Manager is notified in writing or e-mail that a local WIC Director will be away from their office for an extended period of time. If requested, the Policy Memorandum communications will be sent to a designee on behalf of the local WIC Director.
- IV. Draft policy memorandums will be sent to local WIC Directors and will be posted to the Utah WIC website and SharePoint for a 15-day public comment period when there is a policy change necessary mid-fiscal year that significantly impacts participant benefits, vendor operations or local agency operations. In some instances, public comment periods may not be possible due to potential health risks or critical time sensitivity.
- V. Policy Memorandums will be expected to be followed upon receipt, unless otherwise noted at the top of the page with an effective date.
- VI. Local Agencies must have a process in place to document that applicable staff has reviewed each memo. Compliance with this requirement will be reviewed during routine monitoring visits from the State agency.