

FY 2025 State Plan Proposed Changes & Comments

SECTION I- GOALS AND OBJECTIVES				
POLICY CHANGE/CLARIFICATION	FED RQ? Y/N	POLICY SECTION(S)	LOCAL AGENCY & PUBLIC COMMENTS	STATE AGENCY RESPONSES / ACTIONS
I. Vendor Management				
II. Nutrition Services & Breastfeeding				
III. Information System				
IV. Organization & Management				
V. NSA Expenditures				
VI. Food Funds Management				
VII. Caseload Management				
VIII. Certification, Eligibility and Coordination of Services				
IX. Food Delivery and Food Instrument Accountability and Control				
X. Monitoring and Audits				
XI. Civil Rights				

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SECTION II LOCAL POLICY AND PROCEDURES (P&P)				
POLICY CHANGE/CLARIFICATION	FED RQ? Y/N	POLICY SECTION(S)	LOCAL AGENCY & PUBLIC COMMENTS	STATE AGENCY RESPONSES / ACTIONS
I. Vendor Management				
Clarified who can enter complaints into Vision. Encouraging written complaints.	N	Complaints against vendors		
Added who enters training/monitoring evaluations into Vision	N	State and Local Responsibilities		
Small wording change	N	Vendor Authorization		
Removed a form we no longer use	N	Vendor Monitoring		
Changed shopping guide to vendor guide for vendor training	N	Vendor training		
II. Nutrition Services & Breastfeeding:				
Updated to plain language. Updated table formatting.	N	Anthro and Lab Procedures		
Added that hematological data is only good if 90 days from the WIC appt (to match the referral data form).	N	Anthro and Lab Procedures		
Added section to clarify what to do with hematological testing for pregnant, breastfeeding, and postpartum women.	N	Anthro and Lab Procedures		
Added cancer to the list of examples of medical conditions that may warrant an exemption from blood collection/hemoglobin testing.	N	Anthro and Lab Procedures		
Updated issuance wording to match online eWIC lingo. (issue to account rather than load to card)	N	Certification Health Assessment		
Removed the “Benefit pickup” section – no longer relevant with Online eWIC.	N	Nutrition Education		

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Rewording of language and sentences throughout to clarify.	N	Nutrition Education		
Added definition of stated ordered formula.	N	Ordering formula from the state		
Clarified instructions of how to select and create correct food packages when issuing state ordered formula.	N	Ordering formula from the state		
Clarified that a clinic receiving and issuance “log” is required and what it is to be used for.	N	Ordering formula from the state		
Updated information regarding submitting and returning orders due to the new SharePoint processes.	N	Ordering formula from the state		
Clarified the methods used to prorate special formula or alter the issuance period.	N	Ordering formula from the state		
Updated wording for clarity.	N	Ordering formula from the state		
State RD approval no longer needed before SharePoint order is submitted. Staff must follow steps specified still prior to ordering formula. State RD approval will come once order form is submitted.	N	Ordering formula from the state.		
Added clarification on when to check the box High Risk Follow Up Appointment box.	N	High Risk Protocol		
Provided clarity and added more examples of what can be included in the high-risk SOAP note.	N	High Risk Protocol		

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Updated Breast pump form wording. Clarification on what is needed for serialized and non-serialized items.	N	Breastfeeding Aids		
Updated Single User Pump policy.	N	Breastfeeding Aids		
All pump contacts to be documented in Comment/Alerts section, unless a PC.	N	Breastfeeding Aids		
Added that pump cleaning must be documented in VISION in the BF Equipment screen in the comments section.	N	Breastfeeding Aids		
Added table on personnel and compensation for PC program. Added clarification on who can be a PC/DBE.	Y	BF Positive Peer Influence		
Added policy on how to document PC contacts.	N	BF Promotion and Support		
Updated structure of document for easier readability.	N	Tailoring Food Packages		
No longer require to exclude certain foods due to lack of refrigeration or storage.	N	Tailoring Food Packages		
Capitalization and grammar updates.	N	Foods Authorized		
Moved FAFAF information from the Food Packages P&P to a new policy called Formula and Food Authorization Form.	N	Formula and Food Authorization Form (new)		
Removed licensed direct entry midwife (LDEM) from the list of authorized state licensed prescriptive authorities that can sign FAFAFs.	N	Formula and Food Authorization Form (new)		

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Added guidance for what to do if it's suspected that a FAFAF is completed by a non-state licensed prescriptive authority	N	Formula and Food Authorization Form (new)		
Added that FAFAFs must be scanned into VISION within 10 business days from when it's received. This is to be consistent with other new requirements that documents should be scanned into VISION within 10 business days.	N	Formula and Food Authorization Form (new)		
Clarified when a care plan is needed with FAFAFs.	N	Formula and Food Authorization Form (new)		
Added that a FAFAF can be received electronically, as well as a hard copy or facsimile.	N	Formula and Food Authorization Form (new)		
Updated the "if/then" table for clarification. Made small adjustments for what is/isn't required.	N	Formula and Food Authorization Form (new)		
New risks added. Table of contents added.	Y	Nutrition Risk Manual		To be implemented July 1st
Updated automatic high-risk status based on committee recommendations. No longer HR: <ul style="list-style-type: none"> • 101 Underweight women • 111 Overweight women • 113 Obesity (2-5 years old) • 131 Low maternal weight gain • 133 High maternal weight gain • 602f Breastfeeding complications (age >40 years) • 602h Breastfeeding complications (tandem nursing) 	N	Nutrition Risk Manual		

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Updated HR: <ul style="list-style-type: none"> • 334 Lack of prenatal care after 13th week (anyone assigned this risk now automatic high risk) • 358 Eating disorders (now high risk for all women; pregnant, BFing, and non-BFing) 				
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.	N	Required Reports		
Scans should be uploaded to VISION promptly (within 10 business days)	N	Documentation		
Approved Teletask system uses added.	N	Documentation		To be implemented July 1st
IV. Organization & Management				
State owned equipment updated to add magstripe readers. Card readers removed.	N	Computer Hardware, Equipment Inventory		To be implemented July 1st
Added requirement for WIC staff to complete both the DTS Security Awareness Training and the DHHS Privacy Awareness Training or a local security and privacy training annually.	N	Staff Training		

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Updated headers and footers of both policies in the Staffing and Training Requirements folder.	N	Staff Training Staffing Requirements		
Added requirement for staff to document in-services on required topics in the Other Training Tracking table in VISION starting Oct 1, 2024.	N	Staff Training		
Added “and nipple shields” in the table to mirror policies in the BF Aids P&P.	N	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.	N	Steps for Certification		
Structure updated.	N	Steps for Certification		
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,	N	Proof of Residency		

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Policy added as a special residency situation that a Safe at Home substitute address must be accepted.	N	Proof of Residency		
Utah WIC Newborn Identification Form removed as an acceptable proof of ID.	N	Proof of Identity		To be implemented July 1st
Added ID proof type: Personal Utah Immunization Record/USIIS record (can be obtained on the Docket app or from a medical provider).	N	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.	N	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.	Y	Transfers		
Updated income guidelines effective July 1, 2024	Y	Income Guidelines		
Updated signature capture methods for the R&R	N	Right and Responsibilities Procedures		To be implemented July 1st
IX. Food Delivery and Food Instrument Accountability and Control				

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Removed policies related to card checkout and check in. Removed requirement to use the Vault Outside Cards screen.	N	Card Inventory		To be implemented July 1st
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 term changed to account balance correction.	N	Card Inventory, E-WIC Card Issuance, Instructions to Participants, Lost Cards and Hot Carding		To be implemented July 1st
Card functions available on the ebtEDGE website and the eWIC customer service phone line are listed.		E-WIC Card Issuance		To be implemented July 1st
Lost Cards and Hot Carding Section renamed Replacing Cards.		Lost Cards and Hot Carding		To be implemented July 1st
X. Monitoring and Audits				
XI. Civil Rights				
Added clarifications and requirements related to marking the preferred spoken language and printouts language.	N	Limited English Proficiency		
Additional Changes				
Other Comments:				

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SECTION III- STATE OPERATIONS				
POLICY CHANGE/CLARIFICATION	FED RQ? Y/N	POLICY SECTION(S)	LOCAL AGENCY & PUBLIC COMMENTS	STATE AGENCY RESPONSES / ACTIONS
I. Vendor Management				
Not to Exceed (NTE) settings adjusted for WIC Direct	N	Reimbursement and Claims		
Updates made based on online WIC processing conversion from smartcard.	N	Definitions in Food Delivery, File Transmissions, Food Delivery System and Transaction Procedures, Names of Companies in Food Delivery, Vendor Authorization.		
II. Nutrition Services & Breastfeeding				
Updated capitalization, spacing, and outdated info.	N	Participant screening and assessment docs		
Updated nutrition risk factor table at the end of the doc.	N	Participant screening and assessment docs		
Updated Nutrition Risk Manual to current version.	N	Nutrition Risk Manual		
Updated capitalization, spacing, and outdated info.	N	Nutrition education and counseling docs		
Added this document to reflect the certification health assessments doc in the local policies section.	N	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.	N	Staff Requirements and Training		

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Updated wording and where to find available statewide services.	N	Health Care Referrals		
Updated to reflect current agreement between Medicaid and WIC.	N	Medicaid		
Updated capitalizations, spacing, and outdated info.	N	BF promotion and support docs		
Updated language from food instruments to reflect online eWIC	N	Food Packages		
Changes to the cost section.	N	Foods Authorized		
Removed outdated information.	N	Foods Authorized		
Added allowed food specifications.	N	Foods Authorized		
Updated name of food booklet to current name: Utah WIC Program Shopping Guide	N	Foods Authorized		
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