

Required Local Agency (LA) Policies, Plans & Procedures

■ State WIC Policy Local Agency (LA) Requirements

1. [BF: 09.0](#) [Worksite Lactation Support for Employees](#)
2. [CS: 21.0](#) [Referral to Health Services](#) (requires LA to maintain up-to-date local resource list of healthcare/drug/ substance abuse counseling/treatment)
3. [CS: 33.0](#) [High Risk Referrals](#) (requires identification of high-risk conditions requiring referral and procedures for follow-up)
4. [GA: 03.0](#) [Plan for Disposal of Records](#)
5. [GA: 06.0](#) [Plan for Coordination of Program Operations](#)
6. [GA: 13.0](#) * [Annual Plan of Operations](#) (clinic hours)
7. [GA: 20.0](#) * [Policy for Staff Fraud and Abuse](#) (conflict of Interest and separation of duties)
8. [IM: 11.0](#) [Designate staff members responsible for screening immunization records](#) (written policy not required)
9. [NE: 02.0](#) * [Nutrition Education and Breastfeeding Plan](#)
[BF: 02.0](#) * [Nutrition Education and Breastfeeding Plan](#)
10. [OR: 01.0](#) [Outreach Plan](#)
11. [QA: 01.0](#) [Quality Assurance Plan](#)

*** Requires State Agency approval prior to implementation.**

■ Disaster Plan

The agency must have a Disaster Response Plan on file that addresses how staff is to respond to emergency situations, such as fires, floods, power outages, bomb threats, etc. The plan must identify the procedures and processes that will be initiated during a disaster and the staff (position) responsibilities. The annual requirements for LAs in the WIC Disaster Plan must be implemented and updated in TXIN on an annual basis.

Required Local Agency (LA) Policies & Plans

The following are only required if applicable.

■ State WIC Policy Local Agency (LA) Requirements

1. [CR: 06.0](#) [Plan for Providing Alternative Service Provisions for the Disabled](#) (Required only if a LA has clinic sites that are not accessible to disabled persons.)
2. [CS: 05.0](#) * [Policy for Proof of Identity](#) (Required only if a LA accepts additional documents for identity other than those listed in WIC Policy.)
3. [CS: 07.0](#) * [Policy for Proof of Income](#) (Required only if a LA accepts additional documents for income other than those listed in WIC Policy.)
4. [CS: 15.0](#) [Contingency Plan for Certifying Authority \(CA\)](#) (Required only if a LA only has one CA on staff.)
5. [GA: 14.0](#)* [Staffing Standards](#) (A waiver with plan if the agency cannot meet staffing standards.)

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