

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective April 1, 2019

Policy No. AC:10.0

Allowable Costs – Communications & Utilities

Purpose

To allow local agencies (LAs) to charge actual costs or a pro-rated share of communications and utilities costs necessary to administer all phases of the WIC Program.

Authority

7 CFR Part 3016; Uniform Grant Guidance, 2 CFR 200

Policy

LAs may request reimbursement for the cost of communications and utilities.

Procedures

- I. Communication shall include:
 - A. Charges shall be supported by documentation such as statements from communication companies, long distance logs, and proof of payment.
 - B. All communication expenses shall be allocated to administrative costs unless the agency has a dedicated phone line for special activities such as peer counseling and lactation services.

- II. Utility charges shall be supported by documentation such as:
 - A. Statements from utility companies, floor plans, extension surveys, and proof of payment.
 - B. Documentation including floor plans, shall support the allocation of utilities among Administration, Nutrition Education, and Breastfeeding.

- III. Allocation among Administration, Nutrition Education, and Breastfeeding shall be based on floor plans.