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| Texas WIC Health and Human Services Commission |
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Effective April 1, 2019

Policy No. AC:32.0

Closeout Reports

Purpose

To allow the state agency (SA) sufficient time to process and prepare a grant closeout report for the United States Department of Agriculture (USDA).

Authority

7 CFR Part 3016; State WIC Local Agency Contract

Policy

Local agencies (LAs) shall submit all financial reports requesting reimbursement for a given fiscal year's expenditures after the close of the federal fiscal year per the state contract timeframes.

Procedures

Requests for reimbursement submitted over the contract timeframes shall not be processed. Exceptions shall be considered on a case-by-case basis for extenuating circumstances such as a catastrophic event, natural disaster, or criminal activity that substantially interferes with normal business operations or causes damage or destruction of the place of business and/or records. A written statement describing the extenuating circumstance and the late request for reimbursement shall be submitted for review and approval to the WIC program.