

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

Effective February 1, 2022

Policy No. GA:21.0

Open, Relocate, or Close a Site

Purpose

To establish the requirements for opening, relocating, or closing a Local Agency (LA) site utilized for WIC clinics or in support of WIC activities.

Authority

State Policy

Policy

Local Agencies must obtain prior written approval 90 days before opening, relocating, or closing a site utilized for WIC clinics or in support of WIC activities by completing a Site Justification form found on the Directors web page at <https://www.hhs.texas.gov/providers/wic-providers/wic-directors>

Definitions

Site Justification – required forms for LA to complete when requesting State Agency (SA) approval to open, relocate, or close a LA site.

Procedures

- I. Opening or relocating a site
 - A. The LA must submit a completed New Site Justification form or Relocating Site Justification form to the SA for approval ninety (90) days prior to the proposed start date of the new site. The form must include but is not limited to:
 1. Justification of need for new or relocation of existing site;
 2. Proposed site including: address, square feet and costs associated with the lease of the space;

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3. Whether the new site will provide services to a specialized group (e.g. migrants, colonias, military);
 4. Whether the site will be co-located with other health services;
 5. The number of WIC vendors in the proposed area if the site is in a rural area;
 6. Timeframes, both for opening of site and reaching full participation;
 7. Name and location of closest WIC clinic (miles) near the proposed site including other LA WIC clinics. If area is currently served by another LA(s), attach email from area director(s) agreeing with the opening of the site;
 8. Estimated costs associated with site (e.g. equipment, remodeling and personnel costs); and
 9. Other pertinent information.
- B. The SA will approve or disapprove the request in writing; factors considered in the approval process include but are not limited to:
1. Whether or not another LA serves the same area;
 2. LA's financial status; and
 3. The LA's processing timeframes as required by CS:02.0.
- C. Once the LA receives approval to open a new site or relocate an existing site, the LA must ensure that:
1. The new location's internet service, IT support, and equipment are in place for serving participants by the opening date.
 2. Site address/hours of operation along with effective start date is submitted to wicclinics@hhs.texas.gov to update the zip code locator. Once the site is relocated, the new location information and the disaster contact must be updated under the Business Unit in the MIS.

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II. Closing a site

- A. The LA must submit a completed Closing WIC Site Justification form to the SA for approval ninety (90) days prior to the proposed close date of the site. The form must include but is not limited to:
 - 1. Justification of need for closing the site
 - 2. Closest WIC clinics (miles);
 - 3. Plan for serving site's current participants;
 - 4. Plan for notification of current participants; and
 - 5. Other pertinent information.

- B. The SA will approve or disapprove the request in writing; factors considered in the approval process include but are not limited to:
 - 1. The number of participants affected;
 - 2. Distance to the nearest WIC clinics (miles); and
 - 3. Financial impact on local agency.

- C. If computers or devices are being disposed of, transferred or being sent to surplus due to the site closure, follow procedures in AUT:09.0 and AC:07.0.

III. LA must submit the completed Site Justification form by email to ClinicSiteRequests@hhs.texas.gov.

IV. The LA must retain written SA approval to be available for audit/review.