

Closing a WIC Site Justification

Submit Completed Form to ClinicSiteRequests@hhs.texas.gov

Note: The local agency (LA) must obtain prior written approval 90 days before closing a site (GA: 21.0).

Local agency number & name: _____

Site number & name: _____

Current address (with zip code):

Target date to end services at the site: _____

If question does not apply, enter N/A.

Justification

1. Why does the Local Agency need to close this site?
2. What is the clinic's current participation?
3. List the name, location and distance of WIC clinics (including other LAs) closest to the current site. <https://find.texaswic.org/?wicType=Clinic>
4. Explain method and timeframes for notifying current participants of the closure.
5. Explain method of serving current participants when site is closed.

6. List estimated costs associated with site closure (moving equipment, etc.).
7. List the monthly cost of the current location (rent, utilities, etc.).
8. List the lease expiration date.
9. List other pertinent information.

Improvements/Renovations

Policy AC:18 Renovation - an expenditure that materially increases the value or useful life of the asset. Ordinary repairs to maintain assets in operating condition (i.e. repainting, replacement or general upkeep of a facility) are not considered renovations.

1. Were WIC funds used to make improvements and/or renovations to current site?
If so, when and what type and amount?
2. Will any computers or devices be disposed of, transferred and/or placed in surplus due to the site closure? (see Policy AUT 9.0 Removal of Confidential Information from WIC Computers and Devices)

Completed by: _____ Date: _____