

## Examples of Activities for Wise Report Categories

### General Administration:

- Accounting, audits, self-audits (not NE or BF portion)
- Clerical support for accountants, program specialists, director
- Data processing (ADP) costs, associated with general admin activities
- Financial or legal services
- Food instrument reconciliation
- Food instrument security and accountability
- General management (majority of the local agency director's salary)
- Office equipment, furnishings, supplies used to support general admin activities
- Outreach
- Payroll and employee time accounting
- Personnel counseling, performance evaluation, monitoring
- Portion of office space/utilities, telephone, fax services, postage/freight & travel to support general admin activities
- Prevention of fraud
- Program reporting
- Salaries/fees for accountant, program specialist, or IT specialist for time spent on general admin activities
- Vendor contracts/evaluations
- Vendor monitoring

### Client Services:

- Coordination with other agencies/programs to obtain services for WIC clients
- Educating participants on the WIC foods and where to use the Texas WIC card
- Educating participants on the use of the Texas WIC card
- Evaluation or monitoring of "client services" activities
- Explanation of eligibility to applicants
- Explanation of the Fair hearing and Civil Rights process to applicants and participants
- Interpreter/translator service to facilitate "client services" activities
- Issuance of food benefits
- Medical supplies and equipment necessary to conduct required diet and health assessments
- Obtaining/assessing health history information and counseling on client's concerns
- Obtaining/assessing height, weight, and blood work for nutrition assessment
- Office equipment (including computers and phones), furnishings, supplies used to support "client services" activities
- Participation in activities which promote a broader range of health and social services for participants
- Participation in surveys/studies which evaluate the impact of WIC on its participants
- Payroll and employee time in providing "client services" activities
- Portion of office space/utilities, phone, fax services, postage/freight & travel used to conduct clients service activities
- Referrals to other health care and social services
- Scheduling of appointments

- Screening (including identification, residency, income, shot records, etc)
- Training staff to provide "client services" activities

**Nutrition Education:**

- Attendance of NE training sessions (to include travel, course fees, tuition)
- Completing NE modules
- Developing and providing NE materials
- Documenting NE contacts
- Enclosure of NE materials in advance/triple envelopes
- Equipment and furnishings used to conduct NE activities
- Evaluation or monitoring of NE
- Individual counseling (not BF)
- Interpreter/translator services to facilitate NE
- Media/video platforms or services to provide nutrition education
- NE portion of self-audit
- NE supplies/materials such as brochures, reinforcement items of nominal cost, demonstration food item
- NE training of other staff
- Portion of office space/utilities, telephone, fax services, postage/freight & travel used to conduct NE activities
- Preparation/planning for NE classes or individual counseling sessions
- Scheduling of NE classes
- Teaching nutrition education classes (not BF)

**Breastfeeding:**

- Attendance of BF training sessions (to include travel, course fees, tuition)
- Breastfeeding materials/supplies such as brochures & BF aids and accessories used in BF promotion and support
- Developing and providing BF materials and trainings
- Engaging in partnerships which support BF
- Equipment and furnishings used to conduct BF activities
- Evaluation or monitoring of BF services
- Individual counseling on breastfeeding
- Interpreter/translator services to facilitate breastfeeding education
- Media/video platforms or services to provide BF education
- Peer counseling to include scheduling and coordination
- Portion of office space/utilities, telephone, fax services, postage/freight & travel used to conduct BF activities
- Scheduling of BF classes or educational services
- Self-audit to assess adherence to BF policies
- Teaching, planning, and conducting BF staff development
- Teaching breast pump education, troubleshooting, issuance of breast pumps, and maintaining breast pump inventory
- Tracking and reporting BF data and rates

**\*\*Note: These examples are not exhaustive**