

Examples of Activities for Wise Report Categories

General Administration:

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

Client Services:

- Obtaining/assessing height, weight, and blood samples for certification
- Obtaining/assessing diet recall information
- Explanation of eligibility to applicants
- Issuance of food instruments
- Training participants on how to use their food instruments
- Referrals to other health care and social services
- Coordination with other agencies/programs to obtain services for WIC clients
- 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
- Medical supplies and equipment necessary to conduct required diet and health assessments
- Portion of office space/utilities, phone, fax services, postage/freight & travel used to conduct clients service activities
- Clerical support for clinic operations associated with serving clients
- Scheduling of appointments
- Income screening and verification
- Screening shot records

Nutrition Education:

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

Breastfeeding:

- Teaching, planning and preparing for BF classes
- Individual counseling on breastfeeding
- Interpreter/translator services to facilitate breastfeeding education
- Peer counseling to include scheduling and coordination
- Developing and providing BF materials
- Breastfeeding materials/supplies such as brochures & breastfeeding aids used in BF promotion and support
- Attendance of BF training sessions (to include travel, course fees, tuition)
- Self audit to assess adherence to BF policies
- Scheduling of BF sessions
- Evaluation or monitoring of BF
- Portion of office space/utilities, telephone, fax services, postage/freight & travel used to conduct BF activities
- Equipment and furnishings used to conduct BF activities
- ADP services which track breastfeeding rates

Note: these examples are not all inclusive