

## **1.21                      Local Agency Comments on Draft Policies**

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### **POLICY:**

The Local Agency Director and applicable personnel as determined by the Local Agency Director or State Agency will have the opportunity to comment on draft policy revisions and additions prior to their incorporation into the **West Virginia WIC Program Policy and Procedure Manual**.

### **PROCEDURE:**

#### **A.    Frequency of Draft Policies Submitted**

1.    Policy revisions will be sent to the Local Agency Director every three (3) months for review.
2.    The Local Agency Director will receive the draft policies approximately two (2) weeks prior to the Local Agency Director Meetings.

#### **B.    Written Comments**

The Local Agency Director will send written comments to the person indicated on the memo attached to the draft policy submitted.

1.    The comments must be received by the State Agency within thirty (30) days of the Local Agency receipt date of the memo.
2.    Comments may be emailed or faxed to the State Agency.
3.    Comments made by phone will not be accepted.
4.    Comments received after thirty (30) days will be held for consideration with future revision.

#### **C.    Policies Not Forwarded for Local Agency Comment**

Policies will not be forwarded for comment because of, but not limited to, the following:

- <    Cases of mandatory or emergency rule
- <    Policies as determined by the State Agency that need no Local Agency comment

#### **D.    Comments may Not be Incorporated into Policy**

All comments will be considered, but may not be incorporated into policy because of, but not limited to, the following:

- <    Contradiction with Federal Regulations

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- < Contradiction with State regulations or existing policies and procedures
- < Limited use for one Local Agency

### **E. Comments on Draft Policies is a Requirement**

The Local Agency Director is required to send written comments when they have no comments regarding a draft policy.

### **F. Policy in Final Form**

1. Upon approval of the Mid-Atlantic Regional Office of Food and Nutrition Service, policy revisions and additions will be forwarded by the State Agency to the Local Agency Director for distribution and training of WIC personnel.
2. Once the policy is issued in its final form, all WIC personnel will follow the policies and procedures as written.