

5.09 Purchasing Foods As Part Of Nutrition Education

The Local Agency may purchase foods to promote use of WIC foods and are considered an allowable nutrition education expenditure.

PROCEDURE:

A. Food Purchasing

1. Foods will be purchased directly using a purchase order or petty cash through the Local Agency.
2. Purchases must be documented with a copy of a purchase order or cash register receipt and include the following:
 - a. Name of item(s) purchased;
 - b. Name of vendor (s) where items are purchased;
 - c. Price per item;
 - d. Total price of purchase;
 - e. Reason for purchase; and
 - f. Person(s) who made the purchases.
3. The expenditure should be charged to “Educational Materials” or similar “Nutrition Education Supplies” on the monthly and quarterly expenditure reports that are submitted to the State Agency and Bureau for Public Health (BPH) Grants.

B. Food Usage

1. Foods cannot be used for distribution to WIC participants as part of their monthly food package issuance or as a supplement to their monthly food package issuance.
 - a. Food purchases must be used in recipes to promote use of WIC foods.
 - b. Foods must be provided to encourage redemption rates and not just used as a snack.

REFERENCES:

1. WIC Regulations 246.14, Program Costs.