

WEST VIRGINIA WIC PROGRAM POLICY AND PROCEDURE MANUAL

INDEX

Revised 7/20/2026

1.0	GENERAL ADMINISTRATION	Current Policy	Previously Issued
1.01	Use of Policy and Procedure Manual	07/24/20	05/01/08
1.02	Channels of Communications	04/02/07	04/02/07
	Attachment #1 – Channels of Communications	12/21/22	06/07/21
1.03	Confidentiality	5/28/25	11/05/24
	Attachment #1 – Consent for Release of Participant Information	5/28/2025	05/05/22
	Attachment #2 – Procedures for Responding to Subpoenas	5/28/25	05/05/22
1.04	Record Retention	07/24/20	02/27/15
1.05	DELETED	----	----
1.06	Participant Sanctions	03/27/17	03/04/13
	Attachment #1 – Repayment Agreement	03/27/17	03/27/17
1.07	Fair Hearing Policy for Applicants and Participants	07/24/20	02/27/15
1.08	Civil Rights	07/19/22	10/1/19
	Attachment #1 – Local Agency 504 Evaluation	06/01/95	06/01/95
1.09	Waiting List Management	06/18/24	08/01/97
1.10	Disaster Policy and Coordination	04/28/15	
	Attachment #1 – Emergency Operations Plan	3/3/15	3/3/15
1.11	Dual Participation	11/16/11	11/16/11
1.12	Access for Employed and Rural Persons	06/9/16	03/04/13
1.13	Appointment Show Rate	04/16/18	10/01/98
1.14	No-Smoking Policy	08/01/97	08/01/97
1.15	Comment Policy	02/10/22	07/24/20
1.16	Local Agency Grantee Rights & Responsibilities	07/14/26	07/01/98
1.17	Fair Hearing Policy for Local Agencies	07/24/20	01/03/06
	Attachment #1 – Appeals Request for Local Agencies	12/01/96	12/01/96
1.18	Separation of Duties	07/05/17	04/28/15
	Attachment #1 Separation of Duties Log	04/01/15	04/01/15
1.19	<i>Moved to Policy 11.01 WIC Staff Training</i>		
1.20	National Voter Registration Act of 1993	12/18/25	10/01/09
1.21	Local Agency Comments on Draft Policies	03/18/04	03/18/04
1.22	Patient Flow Analysis	10/01/98	10/01/98
1.23	Supply Ordering Policy	03/03/15	05/01/08
1.24	Equipment Work Request	07/01/98	07/01/98
	Attachment #1 – Equipment Work Request	7/01/98	04/01/97
1.25	Racial Classification	01/01/00	01/01/00

1.26	Security Policy	03/20/18	07/21/11
	Attachment #1 – WV WIC Program Site Description Chart	Date N/A	Date N/A
	Attachment #2 – Local Agency Security Survey	Date N/A	Date N/A
1.27	Conflict of Interest	04/28/15	05/01/08
	Attachment #1 – WIC Employee Conflict of Interest Statement	03/01/15	Date N/A
1.28	Transportation for WIC Participants	05/01/08	05/01/08
1.29	Quality Improvement Local Agency Responsibilities	6/18/26	03/21/25