

## **6.08 Expenditure -Client Services**

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### **POLICY:**

The Local Agency will track and report all expenditures for Client Services (all cost expended to deliver food and other services and benefits) separately from General Administrative expenses.

### **PROCEDURE:**

#### **A. Reporting Client Services Expenses**

1. The Local Agency will report Client Services by line item each month as a part of the monthly Expenditure Report.
2. Data on expenditures will be maintained and kept on record at the Local Agency.

#### **B. Allowable Costs for Client Services**

Allowable costs for Client Services may include, but are not limited to, the following:

- < Salary and other costs for time spent on Client Services whether with an individual or group for the purpose of certification, issuance of food instruments, explanation of the use of food instruments and referral to other health care and social services;
- < Medical supplies and equipment necessary to conduct diet and health assessments required in the certification process;
- < Coordination of services with other programs, to participate in activities which promote a broader range of health and social services for participants;
- < The cost of conducting evaluations of Client Services, including contractor involvement or surveys/studies which evaluate the impact of WIC on participants;
- < Transportation of rural and non-rural WIC participants to and from WIC clinics where access is a barrier; and
- < The cost of monitoring.

### **REFERENCES:**

1. WIC Regulations 246.14, Program Costs
2. SFP 95-013, Clarification of Allowability of Transportation Costs for WIC Participants