

## **7.04 Inform Organizations In The Network About The WIC Program**

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### **POLICY:**

The Local Agency will continue to inform the community network agencies about the WIC Program.

### **PROCEDURE:**

#### **A. Continued Communication with the Outreach Network**

Following the initial contact, communication must continue between WIC and the network agencies.

1. The Local Agency Outreach Coordinator may arrange to provide short presentations on the WIC Program to staff of the network agencies (see **Attachments #1 - #5 7.04**).
2. Communication with the network agencies may also be accomplished through the following:
  - < routine visits to the agency;
  - < phone contacts; and
  - < personal letters (see **Attachments #6 - #9 7.04**).

#### **B. Distribution of Outreach Materials to Community Network Agencies**

1. WIC outreach materials which contain the address and telephone number of the nearest WIC clinic will be provided to network agencies for distribution to potentially eligible applicants.
2. If the network agency permits, a WIC poster may be displayed.

#### **C. Minimum Contact with the Community Network Agencies**

Each community network agency must be contacted a **minimum** of two (2) times per year. The contact may increase when a major change in the WIC Program occurs, such as a caseload increase.

### **ATTACHMENTS:**

1. Presentation on the WIC Program to the Community Network Agency - Outreach Steps
2. Presentation on the WIC Program to the Community Network Agency - Worksheet
3. Presentation on the WIC Program to the Community Network Agency - Outline
4. Sample Confirmation Letter For Presentation
5. Sample Thank You Letter For Presentation
6. Sample Thank You Letter for Meeting
7. Sample WIC Information Letter #1
8. Sample WIC Information Letter #2
9. Sample Cover Letter to Accompany WIC Outreach Materials