
Purpose Outline the components of the local agency agreement required by federal regulations

Placements with Local Agencies A signed written agreement must be in place between the State Agency and each local agency.

The agreement must include provisions which insure that the local agency will:

1. Comply with all fiscal and operational requirements
 2. Have a competent professional authority on staff
 3. Make available appropriate health services to participants and refer applicants to health services
 4. Have a plan for continued availability of health services either on site or through referral
 5. Provide nutrition education in accordance with 246.11 and FNS guidelines/instructions
 6. Maintain a food delivery system as required by the State Agency
 7. Maintain complete, accurate, documented and current accounting of Program funds
 8. Maintain on file criteria used to determine nutritional risk and income eligibility of applicant
 9. Not discriminate against persons on the grounds of race, color, national origin, sex or handicap; and maintains records and submits reports required for monitoring civil rights compliance.
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Who May Be a Local Agency The obligations outlined above may be met by one local agency, a health agency and a human service agency, or a health or human service agency and a physician.

**Local
Agency
Requirements**

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1. When two agencies or an agency and a physician together apply as a local agency, an agreement must be entered into outlining the respective responsibilities of each party. This agreement shall be reviewed and approved by the State Agency as part of the application process.
 2. Program funds can be used only to reimburse costs of certification borne by the health agency or the physician, not other health services.
 3. Names of physician(s) and address(es) must be included in the application to the State Agency.
 4. A competent professional authority must still be on the staff of the local agency when the local agency and physician(s) jointly applied to provide local WIC services.
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**Retention of
Agreements**

Copies of the written, signed agreement must be on file at both the State and the local agency.

**Renewal of
Agreements**

Neither the State or the local agency have an obligation to renew the agreement.

**Appeal of
Expiration**

Expiration of an agreement is not subject to appeal.

**Notification of
Expiration**

The State Agency will provide the local agency 60 days advance written notification of expiration.