
Purpose	Describe reasons and conditions for terminating a local agency agreement
Terminating An Agreement	A local agency agreement may be terminated due to disqualification, expiration or for convenience.
Notification of Agreement Termination	Notification requirements for termination are as follows: <ol style="list-style-type: none">1. Disqualification – 60 days written notice provided to the local agency by the State Agency2. Expiration – 60 days written notice provided to the local agency by the State Agency3. Convenience – 90 days written notice provided by the requesting party to the other party.
Agreement Closeout	Close-out procedures for termination of the agreement are included within the agreement. These procedures outline actions to be taken related to: <ol style="list-style-type: none">1. Disbursement and reimbursement of funds, including management of unobligated balances of cash advances2. Transfer of WIC operations, as it relates to:<ol style="list-style-type: none">a. Participants, participant filesb. Forms, stamps, check folders, I.D. cardsc. Checks and input formsd. Agreements with vendors3. Records retention4. Property5. Audits
