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**Purpose** Provide overview of process for executing, amending and renewing agreements

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**Executing Agreements** Agreements are executed for a one year period unless exceptions are made to adjust funding periods.

1. The provisions of the agreement are reviewed and updated during the fourth quarter of the expiring fiscal year for the upcoming year. Local agency input is solicited for this process.
  2. A copy of the agreement is prepared and sent to the local agencies for signing.
    - a. Local agencies' authorized representatives sign and return a copy.
    - b. All required certification forms are returned with agreements.
  3. For funding provisions, see Section C later in this volume.
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**Amending Agreements** Amendments may be made at any time within the one year period. The need for an amendment may be identified by the State Agency and/or the Local Agency, and may include but is not limited to the following reasons:

1. Changes in funding levels (see Sec. C later in this volume)
2. Corrections of errors or omissions
3. Mutually agreed upon changes in provisions
4. Changes made necessary by new or revised federal or state statutes or regulations.

A copy of the amendment will be prepared, signed by the Health and Human Services Director, and sent to the local agency's authorized representative.

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**Renewing Agreements** Renewal of agreements upon expiration of a current annual agreement is dependent upon the following:

1. The preparation and submission of an acceptable WIC Local Agency Plan for the upcoming period.
2. Desire by the local agency to renew the agreement.
3. Standing of the local agency as a qualified provider of WIC services. See Section A earlier in this volume.