



## **Procedure: Interagency Agreements**

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: C1 a

Approval Date: 6/2015

Citation: 246.26(d)(2); FNS INST 800-1; FNS INST 113

Revised Date: 7/2016

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<b>Purpose</b>	Provide guidance identifying which State Agencies' interagency agreements may be made, what information may be released, and how clients are notified of such agreements.
<b>Agencies Who Agreements May Be Made With</b>	Public organizations which administer health or welfare programs that serve persons categorically eligible for the WIC Program are the only organizations where such agreements may be made.
<b>Written Agreements</b>	<p>The State Agency is required to execute a written agreement with any agency where information may be exchanged. Each agreement will:</p> <ul style="list-style-type: none"><li>• specify that the receiving organization will use WIC Program information for the purpose of determining eligibility for programs it administers, administrative purposes or for conducting outreach to WIC applicants/clients</li><li>• specify the purposes of the disclosure</li><li>• contain the receiving agency's assurance that it will not, in turn, disclose the information to a third party</li></ul>
<b>Client Notification of Agreements</b>	When such interagency agreements are in effect, applicants and clients must be informed of this potential disclosure at certification. The Nebraska WIC Program will include a statement as part of the Rights and Responsibilities which indicates that WIC information may be shared with designated health and welfare programs and for what purposes.
<b>Situations Where Agreements Are Necessary</b>	<p>Such agreements would apply to, but are not limited to, the following situations:</p> <ul style="list-style-type: none"><li>• Provision of a listing of WIC participants to another agency for the purposes of referral or outreach.</li><li>• Integrated computer systems.</li><li>• Program administration, including coordination of program integrity investigations.</li></ul>

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