

## Section 3.1: Introduction

03/2016

Federal funds are distributed to State WIC Programs based on the state’s participation level, with funds specifically allocated for either food or nutrition services/administration. Funding to Local Agencies is based on the federal funds the State receives and on the number of WIC participants a Local Agency has served. As long as adequate federal funds are available, the State Agency intends to serve all eligible applicants to WIC.

Local Agencies must ensure that all WIC applicants are served promptly. To ensure timely and fair screening of applicants and to ensure that eligible applicants are promptly certified and provided the WIC services for which they are eligible, Local Agencies must follow federal requirements and State policies for scheduling certification appointments. Providing WIC services to currently certified individuals (i.e., “transfers”) must also follow federal and state guidelines.

To maintain a Local Agency’s funding, it is essential that the Local Agency manage its participation level. Utilizing data from the WIC Information System reports and implementing effective program management practices (such as strategic “overbooking” and flexible scheduling, ongoing outreach efforts) can help ensure a stable or growing participation level.

In the event that federal funds become inadequate to serve all eligible applicants, the State Agency might instruct Local Agencies to implement waiting lists or reduced-emergency services ([See Section 3.4, Waiting Lists](#)). When funding is inadequate to serve all eligible applicants, Waiting Lists ensure that WIC services are made available fairly and consistently statewide to eligible applicants with the greatest need, according to the federal WIC priority system.

### Reference – Complete Listing of Hyperlinks

#### Section 3.4

([https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch3/sctn3\\_4.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch3/sctn3_4.pdf))

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