

USDA United States Department of Agriculture  
Food and Nutrition Service

Food Programs Reporting System

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## 6. WIC LOCAL AGENCY AND CLINIC MANAGEMENT (FNS-648)

This chapter describes the functions that manage the WIC Local Agency and Clinic data within the FPRS application. A user that has been granted any access rights (**View**, **Entry**, **Certify**, or **Post**) to FNS-648 is allowed to perform these functions.

### 6.1 WIC LOCAL AGENCY AND CLINIC MANAGEMENT

Use the **Search** function to list information about Local Agencies and Clinics. Use the **[Deactivate]** link to change the status of a Local Agency or Clinic from active to inactive. Use the **[Reactivate]** link to change the status of a previously deactivated Local Agency or Clinic from inactive to active. Use the **Add New** function to create a new Local Agency or Clinic. Use the **[Modify]** link to update the information for an existing Local Agency or Clinic. Use the **Report** function to generate a Local Agency and Clinic Directory Report in Microsoft Excel format.

#### 6.1.1 WIC Local Agency or Clinic Search

The **Search** function returns the list of WIC Local Agencies and Clinics meeting the search criteria. The user can narrow the search by selecting the Type ("Local Agency" or "Clinic"), Location, and Parent Id from the drop-down lists. To show only the active Local Agencies or Clinics, click the **Is Active** box. Then click the **Search** function. The example shown below displays the results of searching for all Local Agencies under Parent Id 1191701 in the District of Columbia.

WIC Local Agency/Clinic Management

Type: Local Agency

Location: State level DC - District of Columbia

Parent Id: 1191701 - DC DEPT OF HEALTH

Is Active

Search Clear Report AddNew

Id	Name	Address	City	State	Start	End	UpdateDate	UpdateBy	
1191701006	Unity Health Care	3020 14th St., NW	Washington	DC	200604	999999	1/19/2007 12:22:57 PM	CONVERT	[Modify][Deactivate]
1191701007	Children's National Medical Center	111 Michigan Ave., NW	Washington	DC	200604	999999	1/19/2007 12:22:57 PM	CONVERT	[Modify][Deactivate]
1191701008	Mary's Center for Maternal & Child Care	2333 Ontario Road, NW	Washington	DC	200604	999999	1/19/2007 12:22:57 PM	CONVERT	[Modify][Deactivate]
1191701009	Howard University Hospital	2041 Georgia Ave., NW	Washington	DC	200604	999999	1/19/2007 12:22:57 PM	CONVERT	[Modify][Deactivate]
1192901001	COMMODITY FOOD PROGRAM	1660 L STREET NW SUITE 91	WASHINGTON	DC	199810	200604	4/18/2006 3:21:34 PM	CONVERT	[Modify][Reactivate]