

## WIC NSA Cost Collection Instrument: State Agency

### Exhibit 1: Agency Login

<h1>WIC NSA Cost Collection Instrument</h1>	Form Approved OMB No. 0584-0589 Exp. Date 03/31/2017
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#### Agency Login

Username:  Password:


Change Password

#### Need help logging in?

Click on the link above to send an email for help. Please include your username in the e-mail text, describe the problem you are having with the Login screen, and send the e-mail to the address indicated. Please contact the help desk at RTI International by email ([WICcoststudy\\_help@rti.org](mailto:WICcoststudy_help@rti.org)) or by phone at 1-877-287-3782.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is 0584-0589. The time required to complete this information collection is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

## Exhibit 2: Home Screen

<h1>WIC NSA Cost Collection Instrument</h1>		Form Approved OMB No. 0584-0589 Exp. Date 03/31/2017
<a href="#">Home</a> <a href="#">Agency Information</a> <a href="#">Survey Questions</a> <a href="#">Agency Costing Tool</a> <a href="#">Cost Reduction Strategies</a> <a href="#">Confirmation</a> <a href="#">Logout maine</a>		
<h3>WIC State Agency Survey</h3> <p>Thank you for participating in the Nutrition Services and Administration (NSA) Cost Study, sponsored by U.S. Department of Agriculture's Food &amp; Nutrition Service (FNS) and administered by Altarum Institute and RTI International.</p> <p>This survey seeks to understand the various ways NSA grant funds are utilized and how the NSA grant funds have been affected by the numerous program changes of the past decade. Overall, this study will be useful in informing decision-makers about the full range of valuable services that are performed with WIC NSA funds.</p> <p>You can navigate through the survey using the menu above. The web survey is self-guiding and has a Help menu should you encounter difficulties. We recommend that you use the <a href="#">User's Guide</a> which contains survey screen shots and more detailed instructions about how to complete the survey. If you need assistance accessing the survey, entering responses, or answering questions, you can call the RTI toll-free survey help line at 1-877-287-3782, which is available Monday-Friday from 9 a.m. to 9 p.m. EST.</p> <p>The survey is estimated to take 60 minutes to complete.</p> <p>Please navigate through the WIC NSA cost collection instrument screens using the menu buttons located on top of the screen and review and/or enter the required information. Clicking on the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen. All screens must be validated before submitting the survey. Clicking the Save button will save the data entered and allow you to complete the information at a later time. After completing each screen, please validate your information to ensure that none of your entries are lost.</p> <p>There is a space for additional comments at the very end. <b>You may exit and return to the survey at any time.</b></p> <p><b>You are logged in with:</b></p> <p>username: <b>maine</b></p> <p>agency: State Agency</p>  <p>Please click on the dictionary icon to access the User's Guide.</p>		
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# Exhibit 3: Agency Information Screen

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## WIC NSA Cost Collection Instrument

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Screen last validated 14 Apr 2014 12:18 PM ET by maine

### Agency Information

**Based on information gathered from FNS on your FFY 2013 NSA Grant, we have pre-populated the fields below. The NSA Grant includes the formula grant, operational adjustments (OA), and any reallocations you received in FFY 2013. We have obtained information on other sources of funding you received from FNS, such as infrastructure funds, breastfeeding peer counseling funds, special project funds, MIS funds, and EBT planning or implementation funds as well as on total rebates you received in FFY 2013. In addition, average monthly participation, infant formula rebate, and all other WIC rebate data were obtained from your FNS reporting. Please review these numbers and make any corrections.**

1. FFY 2013 Final NSA Allocation, including operational adjustment (OA) funds	\$ <input type="text"/>
2. FFY 2013 Final NSA Closeout Expenditures	\$ <input type="text"/>
3. FFY 2013 Closeout Expenditures reported by FNS 798-A Categories	
a. Program Management	\$ <input type="text"/>
b. Client Services	\$ <input type="text"/>
c. Nutrition Education	\$ <input type="text"/>
d. Breastfeeding	\$ <input type="text"/>
4. Total NSA dollar amount allocated for State-level functions (including indirect costs) in FFY 2013	\$ <input type="text"/>
5. Total NSA dollar amount allocated for all local-level services in FFY 2013	\$ <input type="text"/>
6. Other sources of Federal WIC funds:	
a. Infrastructure Funding	\$ <input type="text"/>
b. Breastfeeding Peer Counseling Funding	\$ <input type="text"/>
c. WIC Special Project Funding	\$ <input type="text"/>
d. Special MIS Funding	\$ <input type="text"/>
e. Special EBT Planning or Implementation Funding	\$ <input type="text"/>
7. Total infant formula rebate and all other WIC rebates for FFY 2013	\$ <input type="text"/>

SaveValidate and Continue

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen. Clicking the Save button will save the data entered and allow you to complete the information at a later time.

Please click on the dictionary icon to access the User's Guide.

**Agency:** State Agency  
**Contact Name:**

Please contact the help desk at RTI International by e-mail ([WICcoststudy\\_help@rti.org](mailto:WICcoststudy_help@rti.org)) or by phone at 1-877-287-3782 if you have any questions or concerns.

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## Exhibit 4: Demographic Questions Screen

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### Questions About Program Demographics

Please validate

Please respond to the following demographic questions about your agency. You can answer each question by selecting the correct radio button/box or by indicating *Other* and providing an explanation in the text box as appropriate.

1. Which of the following best describes how you fund local services:

- Local services are state agency run, and part of the state WIC budget, and we do not budget separately for local services
- Local services are funded through a funding formula
- Local services are funded both as part of the state budget for state-run sites and through a funding formula for contracted agencies
- Part of the local services budget is through a funding formula, and part is negotiated based on other factors
- All local services are funded through negotiated contracts or grants
- Other (Describe):

2. Which of the following factors are considered in determining the amount of funds allocated for local services (Check all that apply.):

- Prior year caseload served
- Projected current year caseload
- Urban/rural salary differentials
- Need for bilingual staff or interpreter services
- Local travel for clinic sites
- Staff training needs
- Other (Describe):
- None

3. Does your agency require detailed line-item budgets from local agencies? (Choose best answer)

- Yes, for all local agencies
- Yes, for some but not all local agencies
- No
- Other (Describe):

4. Did your total infant formula rebate amount change in FFY 2013?

- Yes, it increased
- Yes, it decreased
- No, it stayed about the same

5. Which if any of the following factors affected your infant formula rebate in FFY 2013?

- Per-can reimbursement was lower than prior year
- Per-can reimbursement was higher than prior year
- The overall percentage of infants breastfeeding increased; thus, fewer cans of infant formula were purchased
- The overall percentage of infants breastfeeding decreased; thus, more cans of infant formula were purchased
- Overall number of infants increased or decreased
- Other (Describe):
- None of the above

Save

Validate and Continue

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen. Clicking the Save button will save the data entered and allow you to complete the information at a later time.



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# Exhibit 5: Change in Costs Questions Screen

## Questions about Changes in Program Costs Please validate

Please respond to the following questions related to factors that may drive the cost of WIC services at your state agency. You can answer each question by selecting the correct radio button/box or by indicating *Other* and providing an explanation in the text box as appropriate.

1. Since FFY 2010, which of the following have resulted in increases of State agency-level staffing costs? (Check all that apply.)

- Increase in FTEs or permanent staff
- Increase in staff salaries
- Increase in fringe benefits costs
- Decrease in staff vacancy rates
- Hiring temporary staff
- Increase in staff training costs
- Increase in staff travel costs
- Increase in staff awards
- None of the above
- Other (Describe)

2. Since FFY 2010, which of the following have resulted in decreases of State agency-level staffing costs? (Check all that apply.)

- Decrease in FTEs or permanent staff
- Decrease in staff salaries (e.g., from salary freezes, furloughs)
- Decrease in fringe benefits costs
- Increase in staff vacancy rates (e.g., from hiring freezes)
- Hiring temporary staff
- Decrease in staff training costs
- Decrease in staff travel costs
- Decrease in staff awards
- None of the above
- Other (Describe)

3. Since FFY 2010, which of the following have resulted in increases of State agency-level costs? (Check all that apply.)

- Increase in costs of facility space (e.g., rent, utilities)
- Increase in costs of facility services (e.g., maintenance, security)
- Increase in costs of equipment and/or supplies
- Increase in telecommunication costs
- Increase in information technology support services
- Increase in costs of banking services
- None of the above
- Other (Describe)

4. Since FFY 2010, which of the following have resulted in decreases of State agency-level costs? (Check all that apply.)

- Decrease in costs of facility space (e.g., rent, utilities)
- Decrease in costs of facility services (e.g., maintenance, security)
- Decrease in costs of equipment and/or supplies
- Decrease in telecommunication costs
- Decrease in information technology support services
- None of the above
- Other (Describe)

5. Since FFY 2010, which of the following factors have contributed to increases of State agency-level costs? (Check all that apply.)

- Increase in indirect cost rates and/or indirect costs
- Increase in program participation
- Increase in number of local agencies
- Increase in local agency monitoring costs
- Increase in vendor management costs
- Decrease in State-appropriated WIC funds
- Decrease in in-kind contributions
- Decrease in outside funding sources
- None of the above
- Other (Describe)

6. Since FFY 2010, which of the following factors have contributed to decreases of State agency-level costs? (Check all that apply.)

- Decrease in local agency's WIC NSA grant funds
- Decrease in program participation
- Decrease in local agency size (e.g., due to lower participation)
- Decrease in number of clinic sites
- Decrease in indirect cost rates and/or indirect costs
- Increase in in-kind contributions
- Increase in outside funding sources
- None of the above
- Other (Describe)

7. How old is the MIS system used by WIC local agencies during FFY 2013?

- 1-4 years old
- 5-9 years old
- 10-15 years old
- Over 15 years old

7a. What net impact has the new MIS system had on total NSA expenditures?

- Reduced overall cost of operating WIC
- Costs have stayed about the same
- Increased overall cost of operating WIC
- Do not know the impact on overall cost

8. What stage of EBT development is your State agency in?

- Have not started
- Planning
- Piloting EBT
- Implementation

8a. Since FFY 2010, what net impact has EBT had on total NSA expenditures?

- Reduced overall cost of operating WIC
- Costs have stayed about the same
- Increased overall cost of operating WIC
- Do not know the impact on overall cost

Save

Validate and Continue

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen.  
Clicking the Save button will save the data entered and allow you to complete the information at a later time.



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# Exhibit 6: Labor/Personnel Expenditure

## Labor/Personnel Expenditures Please validate

**In the table below, please enter your best estimate for the number of FTEs for each state function and the dollar amount allocated to each program area. Please answer the questions at the bottom of the screen.**

State Agency Function	Total FTEs	Estimated Dollar Amount Allocated to:			
		Program Management	Client Services	Nutrition Education	Breastfeeding
A. General Program Administration and Supervision	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
B. Local Program Support	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
C. Vendor Management	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
D. Food Delivery	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. Breastfeeding Support and Promotion	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
F. Nutrition Education and Policy	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
G. MIS Management funded from NSA Grant	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
H. Training: Nutrition Educator Skills	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
I. Other: SPECIFY	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
J. Other: SPECIFY	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
K. Other: SPECIFY	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

1. What is your fringe benefit rate?  %

2. Does your WIC agency share staff with other programs (e.g. SNAP, SCHIP MCH, Immunization)?

Yes

No

3. How are WIC staff salaries and benefits charged to WIC and other programs that staff may work on?

100% time reporting (for staff assigned to one functional area only)

Continuous time reporting (i.e., reported on a daily basis across more than one cost area)

Periodic time reporting (once a week/month/quarter)

Random moment-in-time sampling

Costs are shared based on negotiations

Costs are shared based on historical contributions by both programs

Other (Describe):

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen. Clicking the Save button will save the data entered and allow you to complete the information at a later time.



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# Exhibit 7: Contracted Services Screen

### Expenditures Associated with Contracted Services Please validate

**In the table below, please enter the amount of NSA expenditures ONLY on contracted services. Do NOT include expenditures associated with breastfeeding peer counselor support or special grants that are not part of NSA funding.**

1. Did your agency incur any expenditures associated with contracted services?  Yes  No

Contracted Services Paid for by NSA Funds <span style="font-size: small;">?</span>	Estimated Yearly Expenditure <span style="font-size: small;">?</span>	Estimated Percentage Allocated To: <span style="font-size: small;">?</span>			
		Program Management	Client Services	Nutrition Education	Breastfeeding
A. Staff training	\$ 0.00	0 %	0 %	0 %	0 %
B. Equipment or computer maintenance	\$ 0.00	0 %	0 %	0 %	0 %
C. Consulting Nutrition Professionals	\$ 0.00	0 %	0 %	0 %	0 %
D. Program evaluation services	\$ 0.00	0 %	0 %	0 %	0 %
E. Clerical support or temporary help	\$ 0.00	0 %	0 %	0 %	0 %
F. Software development or computer programming	\$ 0.00	0 %	0 %	0 %	0 %
G. Referral or outreach services provided by another agency	\$ 0.00	0 %	0 %	0 %	0 %
H. Other: SPECIFY <input style="width: 80px;" type="text"/>	\$ 0.00	0 %	0 %	0 %	0 %
I. Other: SPECIFY <input style="width: 80px;" type="text"/>	\$ 0.00	0 %	0 %	0 %	0 %
J. Other: SPECIFY <input style="width: 80px;" type="text"/>	\$ 0.00	0 %	0 %	0 %	0 %

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen. Clicking the Save button will save the data entered and allow you to complete the information at a later time.



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# Exhibit 8: Materials, Services, and Travel Screen

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### Expenditures Associated with Materials, Services, and Travel Please validate

In the table below, please enter the amount of NSA expenditures ONLY on materials, services, and travel. Do NOT include expenditures associated with breastfeeding peer counselor support or special projects that are not part of NSA funding. Please also answer the questions at the bottom of the screen.

1. Did your agency incur any expenditures associated with materials, services, or travel?  Yes  No

Description	Estimated Yearly Expenditure <span style="font-size: small;">?</span>	Estimated Percent Allocated To: <span style="font-size: small;">?</span>			
		Program Management	Client Services	Nutrition Education	Breastfeeding
A. Supplies	\$ 0.00	0 %	0 %	0 %	0 %
B. Equipment	\$ 0.00	0 %	0 %	0 %	0 %
C. Travel and Conference Costs	\$ 0.00	0 %	0 %	0 %	0 %
D. Communications/Internet	\$ 0.00	0 %	0 %	0 %	0 %
E. Computer Equipment/MIS Training	\$ 0.00	0 %	0 %	0 %	0 %
F. Employee Training	\$ 0.00	0 %	0 %	0 %	0 %
G. Other: SPECIFY <input style="width: 100px;" type="text"/>	\$ 0.00	0 %	0 %	0 %	0 %
H. Other: SPECIFY <input style="width: 100px;" type="text"/>	\$ 0.00	0 %	0 %	0 %	0 %
I. Other: SPECIFY <input style="width: 100px;" type="text"/>	\$ 0.00	0 %	0 %	0 %	0 %
J. Other: SPECIFY <input style="width: 100px;" type="text"/>	\$ 0.00	0 %	0 %	0 %	0 %

2. Does your local WIC agency share costs such as office space or materials with other programs (e.g., SNAP, SCHIP, Immunization)?

Yes  
 No

3. What is the method used by your state agency to distribute shared costs across multiple programs? (check all that apply)

Fixed dollar amount based on negotiated agreement  
 Amount based upon percentage of time working in programs or space used  
 Formula allocation based on negotiated rate  
 Historical expenditures  
 Other (Describe):   
 We do not know how the shared costs are allocated

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen. Clicking the Save button will save the data entered and allow you to complete the information at a later time.



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# Exhibit 9: Indirect Costs

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### Indirect Costs ?

Please validate

Please respond to the following questions about indirect costs.

1. Total program indirect costs (Please indicate amount paid.) ? \$

2. Allocation methodology ?

Calculated using a percentage of our total budget

Calculated using a percentage of salaries and benefits only

Set as a fixed dollar amount of the WIC budget

Direct charged and negotiated every year

Other (describe):

3. Types of costs included in the indirect costs

Many times, indirect costs are used to support both overall state departmental expenditures related to departmental administration or activities of offices outside of WIC. However, sometimes WIC programs receive support for activities that are necessary for program activities, such as accounting services, MIS support, space, or HR support. For your State WIC Agency, which, if any, of the following services that might be provided to your State WIC Agency are paid for through the use of indirect costs? (Check all that apply.)

Resource services, such as staff recruitment, hiring, and employee benefit management, or payroll

Accounting services

Utilities

Cost of space

Equipment maintenance

Computer and MIS support

Office equipment and/or supplies

General space maintenance and repair

Communications, such as telephone, fax, or Internet service

Fair hearings for participants

Administrative hearings for vendors

Local agency audits

Other benefits to WIC funded from indirect cost not covered in the categories above:

Specify:

Specify:

Specify:

Specify:

None of the above

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen. Clicking the Save button will save the data entered and allow you to complete the information at a later time.



Please click on the dictionary icon to access the User's Guide.

# Exhibit 10: Other Sources of Funds

## Other Sources of Funds Please validate

In the table below, please list other sources your State WIC Agency has received in FFY 2013 and their dollar amount.

Did your State WIC agency receive other sources of funds in FFY 2013?  Yes  No

Source of Funds	Estimated Annual Dollar Amount <span style="float: right;">?</span>
A. Non-federal state-appropriated funds	\$ 0.00
B. Other: SPECIFY <input type="text"/>	\$ 0.00
C. Other: SPECIFY <input type="text"/>	\$ 0.00
D. Other: SPECIFY <input type="text"/>	\$ 0.00
E. Other: SPECIFY <input type="text"/>	\$ 0.00

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen. Clicking the Save button will save the data entered and allow you to complete the information at a later time.



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# Exhibit 11: In-kind Contributions

### In-Kind Contributions

Please validate

**In-kind contributions in the State WIC office are defined as support for WIC activities funded and provided by another entity not directly supported by WIC program funds (Federal or State) or from departmental indirect costs. In-kind contributions at the State level are rare, but do exist in some cases and may be more common in ITOs or Trust Territory WIC programs. Some examples of in-kind support may include:**

- An epidemiologist supported by CDC funding but working on WIC studies or providing data analysis support for WIC evaluations.
- A staff person assigned to WIC from the immunization program to help coordinate state efforts to increase immunization rates for WIC clients.
- Support staff that answer phones for WIC, but are funded from Maternal and Child Health Block Grant funds.
- Nutrition education materials developed and supplied by the state's SNAP Education program for distribution and use at local WIC sites.
- A nutritionist paid for by Indian Health Services but providing services to WIC around high-risk nutrition education policies in an ITO State Agency.

1. Are you able to estimate the total dollar value of all in-kind contributions to the WIC  Yes  No

If yes, provide total dollar value \$

Area of in-kind contribution	In-kind received?	Can you estimate the dollar value? <span style="font-size: small;">?</span>
A. Staff providing research support or training	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
B. Staff providing support for other state-level activities	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
C. Staff to support computer systems and networks	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
D. Facilities or other space considerations	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
E. Utilities	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
F. Telecommunications	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
G. Computer equipment or maintenance	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
H. Office or other equipment	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
I. Office or other types of supplies	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
J. Vehicles for WIC use	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>
K. Other: SPECIFY <input style="width: 150px;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="radio"/> Yes <input type="radio"/> No If yes, provide amount \$ <input style="width: 100px;" type="text" value="0.00"/>

Comments:

Save

Validate and Continue

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen.

Clicking the Save button will save the data entered and allow you to complete the information at a later time.



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# Exhibit 12: Cost Reduction Strategies

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### Cost Reduction Strategies


Please validate

**FNS is interested in knowing of any innovative practices or policies your agency may have implemented since FFY 2010 that have helped you to contain NSA costs while still maintaining or improving your overall service delivery. When considering whether a practice or policy meets the criteria of being innovative, please consider that the practice should: continue quality services at a lower or reduced cost, meet challenges of reduced or same-level grant amounts, or replace older, less efficient practices or policies. If you have made any changes in the past three years that you consider to be innovative or cost effective, please provide a brief description, along with the impact these changes have had on your WIC Program NSA costs, in the text box provided below.**

Brief description of innovative practice and its impact on WIC NSA costs:

Save   Validate and Continue

Clicking the Validate and Continue button will validate that you have entered all information on the screen and perform basic logic tests on the entered data. If all data has been entered and passes the validity check, you will be taken to the next screen.  
Clicking the Save button will save the data entered and allow you to complete the information at a later time.

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# Exhibit 13: Confirmation Screen

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### Confirmation of Data ?

This section summarizes expenditure data that you entered in the Survey Questions and Agency Costing Tool screens. The tables display whether the data entered in each screen have been validated by you. You must validate the data entered in all of the screens in order for your submission to be considered complete. The Confirmation screen will display error messages until all entries in all other screens have been validated. To validate the data, go to the appropriate screen and click on the *Validate and Continue* button. Making any changes in a screen that has been previously validated will automatically undo the validate action; the validation stamp will disappear, and the Please Validate message will be displayed again. The user must re-validate the screen if any changes are made since the previous validation.

#### Agency Information

Category	Validation Status
<a href="#">Agency Information</a>	<b>Please validate</b>

#### Survey Questions

Category	Validation Status
<a href="#">Demographics</a>	Validated 14 Apr 2014 11:07 AM ET by combo
<a href="#">Changes in Costs</a>	Validated 14 Apr 2014 11:48 AM ET by combo

#### Agency Costing Tool

Category	Yearly Expenditures	Validation Status
<a href="#">Labor/Personnel Expenditures</a>	\$72,640.65	Validated 16 Apr 2014 4:13 PM ET by combo
<a href="#">Expenditures Associated with Contracted Services</a>	\$0.00	<b>Please validate</b>
<a href="#">Expenditures Associated with Materials, Services and Travel</a>	\$0.00	<b>Please validate</b>
<a href="#">Indirect Costs</a>	\$80,000.00	Validated 14 Apr 2014 11:44 AM ET by combo
<a href="#">Other Sources of Funds</a>	\$100.00	Validated 14 Apr 2014 11:44 AM ET by combo
<b>Agency Costing Total</b>	<b>\$152,740.65</b>	
<a href="#">In-Kind Contributions</a>	\$2,000.00	Validated 14 Apr 2014 11:45 AM ET by combo

### Totals ?

Costing Type	Total from Individual Costing Screens	FFY 2013 Final NSA Closeout Expenditures
<b>Totals</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>

Confirm Cost Data Complete



Please click on the dictionary icon to access the User's Guide.