

WIC NSA Cost Collection Instrument: Combination State and Local 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) 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

WIC NSA Cost Collection Instrument

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WIC Combination State and Local Agency Survey

Thank you for participating in the Nutrition Services and Administration (NSA) Cost Study, sponsored by U.S. Department of Agriculture's Food & Nutrition Service (FNS) and administered by Altarum Institute and RTI International.

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. This survey is designed to capture information from State WIC Agencies that also operate local service delivery systems using State Agency employees. The survey is in two parts, the first covering traditional State-level functions, and the second part covering local service delivery functions. Please complete each section for the indicated functions only.

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 [User's Guide](#) 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.

The survey is estimated to take 60 minutes to complete.

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.

There is a space for additional comments at the very end.

You may exit and return to the survey at any time.

You are logged in with:

username: **combo**

agency: Test Combo State-Local



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

Exhibit 3: Agency Information Screen

Agency Information

Please validate

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

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: Test Combo State-Local

Contact Name:

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

Exhibit 4: State Demographic Questions screen

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 the method by which you fund local services:

- Local services are budgeted along with state-level functions and are not separated as such
- Local services are provided by districts or regions, which have their own budget separate from state-level functions
- Local services are budgeted separately from state-level functions, but all local services are combined into a single budget
- 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. Did your total infant formula rebate amount change in FFY 2013?

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

4. 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: State 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 costs of all WIC Program operations. 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
- 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

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Labor/Personnel Expenditures

Please validate

Below are two tables to capture information about personnel providing support for state-level and local-level functions. Please enter the requested information in these tables and answer the questions at the bottom of the screen.

Personnel Supporting State-Level Function

In the table below, please enter your best estimate for the number of FTEs for each state-level function and the dollar amount allocated to each program area (based on the four cost categories included in the 798-A report).

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

Personnel Supporting Local-Level Function

In the table below, please enter your best estimate for the number of FTEs and total gross annual salaries for each type of staff delivering WIC services.

Type of Staff	Total FTEs	Total Gross Salary (net of fringe benefits)
A. Program Manager/Supervisor	0.00	\$ 0.00
B. Registered Dietitian	0.00	\$ 0.00
C. Bachelor's Degreed (or higher) Nutritionist	0.00	\$ 0.00
D. Non-Degreed Paraprofessional Nutrition Educator	0.00	\$ 0.00
E. Lab Tech/Specialist	0.00	\$ 0.00
F. WIC Clerk	0.00	\$ 0.00
G. Bachelor's Degreed (or higher) Breastfeeding Specialist	0.00	\$ 0.00
H. Breastfeeding Peer Counselor	0.00	\$ 0.00
I. Receptionist	0.00	\$ 0.00
J. Public Health Nurse	0.00	\$ 0.00
K. Social Worker	0.00	\$ 0.00
L. Computer Support and Maintenance	0.00	\$ 0.00
M. Vendor Specialist/Liaison	0.00	\$ 0.00
N. Accounting/Financial Staff	0.00	\$ 0.00
O. Research/Evaluation Specialist	0.00	\$ 0.00
P. Other: SPECIFY	0.00	\$ 0.00
Q. Other: SPECIFY	0.00	\$ 0.00
R. Other: SPECIFY	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 ?	Estimated Yearly Expenditure ?	Estimated Percentage Allocated To: ?			
		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	\$ 0.00	0 %	0 %	0 %	0 %
I. Other: SPECIFY	\$ 0.00	0 %	0 %	0 %	0 %
J. Other: SPECIFY	\$ 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

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 ?	Estimated Percent Allocated To: ?			
		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. For state-level functions only, does your state agency share costs such as staffing, office space, or materials with any other organizational entity?

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 ?

Screen last validated 14 Apr 2014 11:44 AM ET by combo

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.

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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 ?
A. WIC infrastructure funds	\$ 0.00 <input type="text"/>
B. WIC special project grant	\$ 0.00 <input type="text"/>
C. WIC breastfeeding peer counselor funds	\$ 0.00 <input type="text"/>
D. Non-federal local-appropriated funds	\$ 0.00 <input type="text"/>
E. Non-federal state-appropriated funds	\$ 0.00 <input type="text"/>
F. Other: SPECIFY <input type="text"/>	\$ 0.00 <input type="text"/>
G. Other: SPECIFY <input type="text"/>	\$ 0.00 <input type="text"/>
H. Other: SPECIFY <input type="text"/>	\$ 0.00 <input type="text"/>
I. Other: SPECIFY <input type="text"/>	\$ 0.00 <input type="text"/>

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 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? ?
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"/>
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"/>
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"/>
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"/>
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"/>
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"/>
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"/>
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"/>
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"/>
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"/>
K. Other: SPECIFY <input style="width: 100px;" 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"/>

Comments:

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 12: Local Demographic Questions Screen

Questions About Program Demographics

Please validate

Please respond to the following demographic questions about your local WIC service delivery. 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. Are local WIC services provided at any sites where services other than WIC are provided? These services could be public health, primary care, or other social services.

Yes
 No

2. Which, if any, of the following services are provided at sites where WIC services are provided? (Check all that apply.)

Primary care medical services
 Dental services
 Immunizations
 Screenings (e.g., vision, hearing, lead, or other environmental screenings)
 Prenatal care
 Well-child exams
 Mental health services
 Family planning
 Childcare/parenting support
 Substance abuse or smoking cessation counseling
 Home heating or weatherization support
 Food bank/food pantry services
 Other medical services
 Other social services
 None

3. Does the local WIC program share the cost of staff or facilities with other programs providing services in your sponsoring agency?

Yes
 No

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: Local Services Provided Questions Screen

Questions About the Services Provided

Please validate

Now we would like you to think about the local provision of WIC services only. Please answer the following questions related to your service delivery at local sites. You can answer each question by selecting the correct radio button/box and entering numeric data in the open fields.

1. How many fixed sites do you have that provide WIC services?

2. How many "satellite sites" (such as a Church, Community Center, etc.) do you have where WIC services are provided?

3. How many mobile vans do you have that provide WIC services?

4. Are services provided at any of your sites in languages other than English?
 Yes
 No

5. If services are provided in languages other than English, which of the following methods are used by your local agency? (Check all that apply.)
 Bilingual staff
 Language line using telephone
 Language interpreters are available for staff use
 Clients are asked to bring their own interpreters
 Other (Describe)
 No services provided in other languages

6. In addition to providing direct WIC services, do staff in local programs also conduct vendor monitoring activities?
 Yes
 No

7. Does your state agency receive separate funding for a breastfeeding peer counseling program?
 Yes, we have a breastfeeding peer counseling program at all or most of our sites
 Yes, we have a breastfeeding peer counseling program at some of our sites
 No, we do not have a breastfeeding peer counseling program

8. How is anthropometric information collected for determining client eligibility?
 Height, weight, or blood tests are completed at the clinic site
 Height, weight, or blood tests are provided by medical providers and clients bring the information to the clinic
 Both methods above are used

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 14: Local 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 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. Choose the option that best describes changes in your agency's costs since FFY 2010.

- Steadily increased
- Steadily decreased
- Stayed about the same
- Fluctuated up and down, depending on circumstances

2. Since FFY 2010, which of the following have resulted in increases of your agency's staffing costs for local-level functions? (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)

3. Since FFY 2010, which of the following have resulted in decreases of your agency's staffing costs for local-level functions? (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)

4. Since FFY 2010, which of the following have resulted in increases of your agency's costs for local-level functions? (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
- None of the above
- Other (Describe)

5. Since FFY 2010, which of the following have resulted in decreases of your agency's costs for local-level functions? (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)

6. Since FFY 2010, which of the following factors have contributed to increases of your agency's costs for local-level functions?

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

7. Since FFY 2010, which of the following factors have contributed to decreases of your agency's costs for local-level functions?

- 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)

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 15: Cost Reduction Strategies

WIC NSA Cost Collection Instrument

Form Approved
OMB No. 0584-0589
Exp. Date 03/31/2017

[Home](#) [Agency Information](#) [State Survey Questions](#) [State Agency Costing Tool](#) [Local Survey Questions](#) [Cost Reduction Strategies](#) [Confirmation](#) [Logout](#)

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.



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

Exhibit 16: Confirmation Screen

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
Agency Information	Please validate

Survey Questions

Category	Validation Status
State level functions	
Demographics	Validated 14 Apr 2014 11:07 AM ET by combo
Changes in Costs	Validated 14 Apr 2014 11:48 AM ET by combo
Local level functions	
Demographics	Validated 14 Apr 2014 11:07 AM ET by combo
Services Provided	Validated 14 Apr 2014 11:53 AM ET by combo
Changes in Costs	Validated 14 Apr 2014 11:57 AM ET by combo

Agency Costing Tool

Category	Yearly Expenditures	Validation Status
Labor/Personnel Expenditures	\$72,640.65	Validated 16 Apr 2014 4:13 PM ET by combo
Expenditures Associated with Contracted Services	\$0.00	Please validate
Expenditures Associated with Materials, Services and Travel	\$0.00	Please validate
Indirect Costs	\$80,000.00	Validated 14 Apr 2014 11:44 AM ET by combo
Other Sources of Funds	\$100.00	Validated 14 Apr 2014 11:44 AM ET by combo
Agency Costing Total	\$152,740.65	
In-Kind Contributions	\$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
Totals	\$100,000.00	\$100,000.00

Confirm Cost Data Complete



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