

## WIC MIS Data Pull Form

(See accompanying "WIC MIS Data Pull Instructions" for further guidance)

### **Background:**

The Families First Coronavirus Response Act (P.L. 116-127, FFCRA), as amended by the Continuing Appropriations Act, 2021 and Other Extensions Act (P.L. 116-159), provides the U.S. Department of Agriculture (USDA) the statutory and regulatory waiver authorities necessary in a public health emergency such as COVID-19 to allow for social distancing in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). The FFCRA requires that WIC State agencies (SAs) receiving Federal waivers fulfill certain reporting requirements—these requirements are described in detail in sections 2203(b) and 2203(b) of the FFCRA and also in the provided guide "*How to Fulfill the FFCRA WIC Waiver Reporting Requirements: Instructions and Tools.*"

The WIC MIS Data Pull Form was developed to help SAs report on key administrative data as one of three tools developed to help State agencies meet their reporting requirements. Comprehensive instructions for completing this form, including alternative options, are provided in the accompanying "*WIC MIS Data Pull Instructions.*"

### **Completing the Form:**

The WIC MIS Data Pull Form will collect administrative data from two time periods, Calendar Year (CY) 2019 and CY 2020. To complete this, SAs can either:

- Populate each of the form's tabs with the requested administrative data, and submit the completed form to FNS; or
- Compile existing Management Information System (MIS) reports containing the data requested on the FFCRA WIC Administrative Data Form, and submit those reports to FNS.

We recognize that SA data and MIS reports may vary. If your SA is unable to obtain any specific data requested in the WIC MIS Data Pull Form, please notify [CONTRACTOR CONTACT] within 5 business days after receipt of the form to discuss alternative data collection options.

### **Contents:**

The FFCRA WIC Administrative Data Form is divided into three sections and 10 different tabs as described below. Sections 1 and 2 ask for monthly data from CY 2019 and CY 2020 (January 2019 through December 2020), and Section 3 asks for data from one selected reference month for each year: June 2019 and June 2020.

#### **Section 1 Tabs (Monthly Data):**

- (1a) Enrollment, CY 2019
- (1b) Enrollment, CY 2020
- (2a) New Certifications, CY 2019
- (2b) New Certifications, CY 2020
- (3a) Re-Certifications, CY 2019
- (3b) Re-Certifications, CY 2020

**Section 2 Tabs (Monthly Data):**

(4a) Redemption, CY 2019

(4b) Redemption, CY 2020

**Section 3 Tabs (Specified Months Only):**

(5) Nutrition Education Rate, June 2019 and June 2020

(6) No-Show Rate, June 2019 and June 2020

**Who to Contact with Questions:**

If you have any questions about the form or the information required to complete it, please contact [CONTRACTOR CONTACT]. The FNS points of contact for this collection are Alex Bush (Alexander.Bush@usda.gov) and Hunjin Lee (Hunjin.Lee@usda.gov).

We appreciate your time and work to complete the WIC MIS Data Pull Form and for your dedication to serving the participants of the WIC Program.

This information is being collected to assist the Food and Nutrition Service in response to requirements in the Families First Coronavirus Response Act. This is a voluntary collection and FNS will use the information to respond to Congressional requirements identified in the Act. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-xxxx. The time required to complete this information collection is estimated to average 1.5 hours 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

(1a) Number of Enrolled CY 2019

Comments	
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Calendar Year 2019	Availability *	January 2019	February 2019	March 2019
<b>Total Enrolled</b>				
<b>1. Total Women</b>				
1a. Pregnant				
1b. Partially Breastfeeding				
1c. Fully Breastfeeding				
1d. Postpartum				
<b>2. Total Infants</b>				
<b>3. Total Children</b>				

\* Please enter "N/A" in Column B if the numbers for sub-cat



April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019

egory in Column A are not available.

December  
2019

## Data Description

Total number of enrollments for each month indicated in Row 3. **This number should be the sum of the numbers in Row 5, R**

Total number of enrolled Women under the category for each month indicated in Row 3. **This number should be the sum of**

Total number of enrolled Pregnant Women under the category for each month indicated in Row 3.

Total number of enrolled Partially Breastfeeding Women under the category for each month indicated in Row 3.

Total number of enrolled Fully Breastfeeding Women under the category for each month indicated in Row 3.

Total number of enrolled Postpartum Women under the category for each month indicated in Row 3.

Total number of enrolled Infants under the category for each month indicated in Row 3.

Total number of enrolled Children under the category for each month indicated in Row 3.

(1b) Number of Enrolled CY 2020

Comments	
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Calendar Year 2020	Availability *	January 2019	February 2019	March 2019
<b>Total Enrolled</b>				
<b>1. Total Women</b>				
1a. Pregnant				
1b. Partially Breastfeeding				
1c. Fully Breastfeeding				
1d. Postpartum				
<b>2. Total Infants</b>				
<b>3. Total Children</b>				

\* Please enter "N/A" in Column B if the numbers for sub-categories are not available.



April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019

gory in Column A are not available.





Data Description
Total number of enrollments for each month indicated in Row 3. <b>This number should be the sum of the numbers in Row 3.</b>
Total number of enrolled Women under the category for each month indicated in Row 3. <b>This number should be the sum of the numbers in Row 3.</b>
Total number of enrolled Pregnant Women under the category for each month indicated in Row 3.
Total number of enrolled Partially Breastfeeding Women under the category for each month indicated in Row 3.
Total number of enrolled Fully Breastfeeding Women under the category for each month indicated in Row 3.
Total number of enrolled Postpartum Women under the category for each month indicated in Row 3.
Total number of enrolled Infants under the category for each month indicated in Row 3.
Total number of enrolled Children under the category for each month indicated in Row 3.

(2a) Number of New Certifications CY 2019

Comments	
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Calendar Year 2019	Availability *	January 2019	February 2019	March 2019
<b>Total New Certifications</b>				
<b>1. Total Women</b>				
1a. Pregnant				
1b. Partially Breastfeeding				
1c. Fully Breastfeeding				
1d. Postpartum				
<b>2. Total Infants</b>				
<b>3. Total Children</b>				

\* Please enter "N/A" in Column B if the numbers for sub-categ



April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019

ory in Column A are not available.

December  
2019

Data Description
Total number of New Certifications for each month indicated in Row 3. <b>This number should be the sum of the numbers in</b>
Total number of Newly Certified Women under the category for each month indicated in Row 3. <b>This number should be t</b>
Total number of Newly Certified Pregnant Women under the category for each month indicated in Row 3.
Total number of Newly Certified Partially Breastfeeding Women under the category for each month indicated in Row 3.
Total number of Newly Certified Fully Breastfeeding Women under the category for each month indicated in Row 3.
Total number of Newly Certified Postpartum Women under the category for each month indicated in Row 3.
Total number of Newly Certified Infants under the category for each month indicated in Row 3.
Total number of Newly Certified Children under the category for each month indicated in Row 3.

(2b) Number of New Certifications CY 2020

Comments	
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Calendar Year 2020	Availability *	January 2019	February 2019	March 2019
<b>Total New Certifications</b>				
<b>1. Total Women</b>				
1a. Pregnant				
1b. Partially Breastfeeding				
1c. Fully Breastfeeding				
1d. Postpartum				
<b>2. Total Infants</b>				
<b>3. Total Children</b>				

\* Please enter "N/A" in Column B if the numbers for sub-catego



April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019

ry in Column A are not available.





Data Description
Total number of New Certifications for each month indicated in Row 3. <b>This number should be the sum of the numbers in</b>
Total number of Newly Certified Women under the category for each month indicated in Row 3. <b>This number should be t</b>
Total number of Newly Certified Pregnant Women under the category for each month indicated in Row 3.
Total number of Newly Certified Partially Breastfeeding Women under the category for each month indicated in Row 3.
Total number of Newly Certified Fully Breastfeeding Women under the category for each month indicated in Row 3.
Total number of Newly Certified Postpartum Women under the category for each month indicated in Row 3.
Total number of Newly Certified Infants under the category for each month indicated in Row 3.
Total number of Newly Certified Children under the category for each month indicated in Row 3.

(3a) Number of Re-certifications CY 2019

Comments	
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Calendar Year 2019	Availability *	January 2019	February 2019	March 2019
<b>Total Recertifications</b>				
<b>1. Total Women</b>				
1a. Pregnant				
1b. Partially Breastfeeding				
1c. Fully Breastfeeding				
1d. Postpartum				
<b>2. Total Infants</b>				
<b>3. Total Children</b>				

\* Please enter "N/A" in Column B if the numbers for sub-categ



April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019

ory in Column A are not available.



Data Description
Total number of Re-Certifications for each month indicated in Row 3. <b>This number should be the sum of the numbers in</b>
Total number of Re-Certified Women under the category for each month indicated in Row 3. <b>This number should be the</b>
Total number of Re-Certified Pregnant Women under the category for each month indicated in Row 3.
Total number of Re-Certified Partially Breastfeeding Women under the category for each month indicated in Row 3.
Total number of Re-Certified Fully Breastfeeding Women under the category for each month indicated in Row 3.
Total number of Re-Certified Postpartum Women under the category for each month indicated in Row 3.
Total number of Re-Certified Infants under the category for each month indicated in Row 3.
Total number of Re-Certified Children under the category for each month indicated in Row 3.

(3b) Number of Re-certifications CY 2020

Comments	
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Calendar Year 2020	Availability *	January 2019	February 2019	March 2019
<b>Total Recertifications</b>				
<b>1. Total Women</b>				
1a. Pregnant				
1b. Partially Breastfeeding				
1c. Fully Breastfeeding				
1d. Postpartum				
<b>2. Total Infants</b>				
<b>3. Total Children</b>				

\* Please enter "N/A" in Column B if the numbers for sub-categori



April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019

ory in Column A are not available.





Data Description
Total number of Re-Certifications for each month indicated in Row 3. <b>This number should be the sum of the numbers in</b>
Total number of Re-Certified Women under the category for each month indicated in Row 3. <b>This number should be the</b>
Total number of Re-Certified Pregnant Women under the category for each month indicated in Row 3.
Total number of Re-Certified Partially Breastfeeding Women under the category for each month indicated in Row 3.
Total number of Re-Certified Fully Breastfeeding Women under the category for each month indicated in Row 3.
Total number of Re-Certified Postpartum Women under the category for each month indicated in Row 3.
Total number of Re-Certified Infants under the category for each month indicated in Row 3.
Total number of Re-Certified Children under the category for each month indicated in Row 3.













































































































(5) Nutrition Education Rate

Comments
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1. June 2020	Number of Completed WIC Nutrition Education Appointments	Number of Scheduled WIC Nutrition Education Appointments
<b>Total Participants</b>		
<b>1. Total Women</b>		
1a. Pregnant		
1b. Partially Breastfeeding		
1c. Fully Breastfeeding		
1d. Postpartum		
<b>2. Total Infants</b>		
<b>3. Total Children</b>		

2. June 2019	Number of Completed WIC Nutrition Education Appointments	Number of Scheduled WIC Nutrition Education Appointments
<b>Total Participants</b>		
<b>1. Total Women</b>		
1a. Pregnant		
1b. Partially Breastfeeding		
1c. Fully Breastfeeding		
1d. Postpartum		
<b>2. Total Infants</b>		
<b>3. Total Children</b>		

3. Was the Nutrition Education Rate \* in June of 2020 higher, lower, or about the same as on \_\_\_\_\_

Higher

\_\_\_\_\_

Lower

\_\_\_\_\_

About the same

\_\_\_\_\_

Don't Know

\_\_\_\_\_

\*  $Nutrition\ Education\ Rate = \frac{\text{Number of Completed WIC Nutrition Education Appointments}}{\text{Number of Scheduled WIC Nutrition Education Appointments}}$

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Nutrition Education Rate	Comments
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	

Nutrition Education Rate	Comments
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	

<b>one year earlier in June of 2019?</b>

ointments  
ointments



(6) No-Show Rate

Comments
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1. June 2020	Number of Completed WIC Certification Appointments	Number of Scheduled WIC Certification Appointments	No-Show Rate
<b>Total Participants</b>			N/A
<b>1. Total Women</b>			N/A
1a. Pregnant			N/A
1b. Partially Breastfeeding			N/A
1c. Fully Breastfeeding			N/A
1d. Postpartum			N/A
<b>2. Total Infants</b>			N/A
<b>3. Total Children</b>			N/A

2. June 2019	Number of Completed WIC Certification Appointments	Number of Scheduled WIC Certification Appointments	No-Show Rate
<b>Total Participants</b>			N/A
<b>1. Total Women</b>			N/A
1a. Pregnant			N/A
1b. Partially Breastfeeding			N/A
1c. Fully Breastfeeding			N/A
1d. Postpartum			N/A
<b>2. Total Infants</b>			N/A
<b>3. Total Children</b>			N/A

3. Was the No-Show Rate \* in June of 2020 higher, lower, or about the same as one year earlier in June of 2019?

<input type="checkbox"/>	Higher
<input type="checkbox"/>	Lower
<input type="checkbox"/>	About the same
<input type="checkbox"/>	Don't Know

\*  $No - Show Rate = 1 - \frac{\text{Number of Completed Certification Appointments}}{\text{Number of Scheduled Certification Appointments}}$

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Comments

Comments

19?