

Guidance for WIC Category Coding

USDA requires WIC programs to report end-of-year costs in the following categories: Breastfeeding Promotion, Nutrition Education, Client Services, and General Administration. These are used to show how the program services budget is actually used.

Local agencies are required to follow federal requirements for documenting costs billed to WIC.

Breastfeeding Promotion and Support

- Staff salaries/benefits, travel, and training costs for WIC staff who plan or conduct breastfeeding activities
- Costs to develop/procure, print and distribute education materials related to breastfeeding promotion and support
- Breast pumps and supplies
- Cost of equipment required to conduct breastfeeding training/counseling
- Interpreter and translator services to facilitate breastfeeding training/counseling
- Costs associated with evaluating and monitoring breastfeeding education and counseling

Nutrition Education

- Staff salaries/benefits, travel, and training costs for WIC staff who plan or conduct nutrition education activities
- Costs to develop/procure, print and distribute nutrition education materials
- Cost of equipment required to conduct nutrition education training/counseling
- Interpreter and translator services to facilitate nutrition training/counseling
- Costs associated with evaluating and monitoring nutrition education
- Developing the Nutrition Education Plan (NEP)
- Creating nutrition education plans

Client Services

- Staff salaries/benefits, travel, and training costs for WIC staff when conducting general client services such as: intake, issuing benefits, charting, scheduling and data entry

General Administration

- Staff salaries/benefits, travel, and training costs for WIC staff who conduct general oversight or management of the program
- Sharps disposal
- Record destruction
- Drug testing
- Gas
- Electric
- Medical supplies - hemoglobin testing materials, gloves, scale liners, etc.
- Advertising
- Memberships/renewals
- Lodging - unless it's for a specific and identifiable cost category (i.e. nutrition education)
- Office move
- Non-specific training

The following may be allocated to each category or charged directly to General Administration:

- Office space/rent
- Housekeeping/janitorial services
- Phone/fax line & equipment charges
- Data line charges
- Software/maintenance
- Cellular/wireless
- Telephone
- Building/office supplies
- Non-specific supplies