

**KANSAS WIC POLICY MEMORANDUM**  
**KANSAS-WIC-P-2020-06**

**TO:** Parent and Sub-Agencies

**FROM:** Dave Thomason  
Nutrition & WIC Services Director

**DATE:** May 29, 2020

**RE:** Budget Template and Checklist FFY2021

**Budget Template and Checklist FFY2021**

The FFY2021 budgets are due July 15, 2020. The budget and affidavit expenses need to align for faster processing of the affidavit. The policy to assist in completing the budget can be found on the Kansas WIC website at: [ADM: 02.02.00 Annual Budgets.](#)

Local Agencies **are strongly encouraged to** use the “Budget Template and Checklist FFY2021” template. The template is an Excel spreadsheet, which should be opened and saved to your computer.

The Excel spreadsheet contains several worksheets that can be used to help fill out the budget, as well as the budget form itself. These worksheets are as follows:

- Worksheet A – Estimating Monthly Participation - Budget Heading
- Worksheet B – FTE & WIC% / BFPC% - Section I, Employee Services
- Worksheet C – Estimated Reimbursement – Section V, Additional Information and Signatures

These worksheets provide examples and actual charts that can be used to fill out various areas of the budget form. Local Agencies are *not required* to use the worksheets and can key the information in by hand but are encouraged to review the worksheets to make sure the information that is being entered by hand is what is being requested on the worksheets.

The worksheets contain formulas in various places and that information will automatically transfer to the budget document. Additional lines can be added to the various sections. **When adding additional lines to the budget form, be sure to check the formulas in the overall totals in each section to ensure that the totals are capturing all the additional rows that have been added.**

The Excel file also contains a sample budget, which can be used as a reference.

Finally, the Excel template contains a budget checklist that can be printed out and must be reviewed prior to completing the budget. The checklist must be submitted with the budget.

Additional Information to consider in preparing your budget:

- There will not be a statewide WIC conference in FFY 2021
- Local Agency WIC staff are required to have two trainings per year in addition to their Civil Rights Training. **Local Agency staff might want to consider no-cost or low-cost training events. Attending such trainings as shown below may be limited due to available funding:**
  - National WIC Association (NWA) Conference,
  - KS Dietetics Association conference,
  - KS Nutrition Council conference,
  - Kansas Breastfeeding Coalition (KBC) conference,
  - KS La Leche League Conference

Refer to prior years conferences to determine the approximate costs needed for your budget.

- All new employees will continue to take New Employee Breastfeeding Training.
- For FFY2021, budget for BFPCs to attend a training with up to a 2-night stay. If the LA desires for the BFPC to attend additional trainings, make sure to account for the extra costs in the budget. Remember that BFPC travel and training costs come from regular NSA (WIC) funds, and that only their salaries and fringes come from the BFPC funds.
- **All of the estimated training costs for WIC and BFPC staff should be placed in Section III: Agency Operations and Program Supplies on the WIC Local Agency Budget spreadsheet for the line item “Employee Training Expenses.”**

If you have questions or need help, please contact Kelly Vickers at [kelly.vickers@ks.gov](mailto:kelly.vickers@ks.gov).

**ACTION REQUIRED:** Notify all WIC staff, as well as other Health Department or County staff who are involved with developing the WIC/BPFC Budget. The budget and all the supporting documentation are due by **July 15, 2020**.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

**Items included below and/or provided as separate documents:**

- Memo Budget Template and Checklist FFY2021



**II. Consultant and Contractual Services**

Name & Title	Annual Salary	Total
Mary Jane, RD	\$5,000	\$5,000
		\$0
		\$0
RD Mileage (if applicable)		\$0
<b>Total Consultant and Contractual Services</b>	<b>\$5,000</b>	<b>\$5,000</b>

**III. Direct Costs for Agency Operations and Program Supplies (For WIC & BFPC)**

Expenses (Needs to correspond with affidavit, add rows and insert items as needed)	Total
Employee Training Expenses	\$2,000
Mileage (NOT RD mileage)	\$300
Advertising	
Medical Supplies	\$600
Office Supplies	\$600
Educational Supplies	\$100
Equipment Under \$750	
Equipment Over \$750 (provide documentation)	
Repairs/Servicing	
Communications	\$1,000
Postage	\$50
Printing	
Space Usage (must provide allocation calculations)	
Rent	
Utilities	
Other (Specify)	
<b>Total Agency Operations</b>	<b>\$4,650</b>

**IV. Indirect Costs (change formula in "Total" column to zero if you do not claim indirects)**

Indirects	Percentage	Total
WIC Indirects (WIC Salaries/WIC Fringes/Consultants/Expenses)	0.00%	\$0
BFPC Indirects (BFPC Salaries/BFPC Fringes)	0.00%	\$0

For Agencies that claim indirects, use whichever rate is lower in the "percentage" box. Use either KDHE's rate of 20.3% or your counties rate. If you have any questions contact the State Agency.

**V. Additional Information & Signatures**

**FFY2020 - FFY2021 Comparison**

Determine the total estimated dollar amount to be submitted for reimbursements during FFY2020 for WIC and BFPC.

Note: (Do not use the FFY2020 LA WIC Contracted Allocation)

**Instructions: (Refer to Worksheet C)**

- Add up your LA's affidavits of expenditures for 6 months from October 2019 through March 2020 (keep WIC and BFPC separate)
- Then take the 6 month total times 2 to get the estimated total dollar amount to be submitted in FFY2020 (keep WIC and BFPC separate)
- Add any unanticipated increases for salaries, supplies etc. for the remaining months of FFY2020

FFY2020 WIC Estimated Reimbursement	\$148,200	FFY2020 BFPC Estimated Reimbursement	\$2,276
Total FFY2021 WIC Budget	\$66,949	Total FFY2021 BFPC Budget	\$2,839
Percent Difference	-121.4%	Percent Difference	19.8%

This information is automatically populated from the "Example" on Worksheet C.

If the Total WIC FFY2021 budget is different than the total WIC FFY2020 Estimated Reimbursement amount, then the LA must provide justification for the increase on a separate sheet of paper.

If the Total BFPC FFY2021 budget is 5% or greater than the total BFPC FFY2020 Estimated Reimbursement amount, then the LA must provide justification for the increase on a separate sheet of paper.

I have reviewed and agree with the figures submitted within this budget.

(Please make sure both signatures are included)

\_\_\_\_\_  
Authorized Agency Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WIC Coordinator Signature

\_\_\_\_\_  
Date