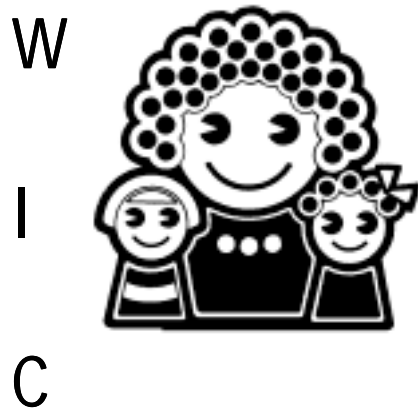


**RHODE ISLAND DEPARTMENT OF HEALTH  
DIVISION OF FAMILY HEALTH  
OFFICE OF WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM  
SPECIAL SUPPLEMENTAL NUTRITION PROGRAM**

# **STATE PLAN OF OPERATION AND ADMINISTRATION**

**WIC PROGRAM**

**FISCAL YEAR 2002**



**RHODE ISLAND DEPARTMENT OF HEALTH  
DIVISION OF FAMILY HEALTH  
OFFICE OF WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM  
SPECIAL SUPPLEMENTAL NUTRITION PROGRAM**

**STATE PLAN OF OPERATION  
AND ADMINISTRATION**

**WIC PROGRAM**

**FISCAL YEAR 2001**

---

**PATRICIA A. NOLAN, M.D., M.P.H.  
DIRECTOR, DEPARTMENT OF HEALTH**

**THE HON. LINCOLN ALMOND  
GOVERNOR, STATE OF RHODE ISLAND**

**RHODE ISLAND DEPARTMENT OF HEALTH  
WIC PROGRAM  
STATE PLAN OF OPERATION AND ADMINISTRATION**

**PREFACE**

**ACKNOWLEDGMENTS**

The Rhode Island Department of Health WIC Program wishes to acknowledge the contributions of the local agency WIC staff and the WIC Parent Consultant Program, WIC participants and community representatives in the preparation of this Plan. Their input and advice greatly assisted the State agency in formulating plans to meet its responsibilities in the most efficient and effective manner.

Tables of Contents

Preface

State Plan Pages

Content and Structure.....	5
Legal Requirements.....	5
The WIC Program .....	6
WIC Program Administration .....	8
RIDH Organizational Chart .....	9
Family Health Chart.....	10

**CONTENT AND STRUCTURE**

The State Plan of Operation and Administration contains the plans, policies, rules, and procedures for the operation and administration of the WIC Program in Rhode Island. The State Plan consists of three major parts:

- Volume I - Goals and objectives to be achieved
- Volume II - Procedure Manual - The specific procedures implemented by the local agencies.
- Volume III - State Operations - The rules and procedures implemented by the state agency.
- Volume IV - Farmers' market Nutrition Program (FMNP) – Goals, objectives, policies, procedures, information and other provisions specific to the FMNP

Items which might apply to one or more parts are usually only printed in one of the parts.

This submission is limited to Volume I, Goals and Objectives to be achieved. Volume IV, related to the FMNP, will be submitted separately.

**Abridged Manuals**

Portions of the Procedure Manual and State Operations Manual contained herein are abridged for purposes of convenience. Much material which is not being changed is excluded. For the most part, then, this State Plan contains future plans and those rules and procedures which are new or revised.

**LEGAL REQUIREMENTS****NEED FOR ADOPTION, AMENDMENT, AND REPEAL OF PROGRAM RULES.**

Each state agency desiring to administer the WIC Program must annually submit a State Plan to the United States Department of Agriculture describing the state agency's objectives and procedures for all aspects of WIC Program administration for the present and coming fiscal year (October 1 to September 30). The Plan is the state agency's guide for enhancing Program effectiveness and efficiency.

Development of the Plan begins with an assessment of current operations in the State, leading to the identification of those operations or aspects of the Program which are in need of improvement. After identifying the Program areas or operations in which improvements are desired, those to be actively addressed are selected. In order to accomplish the improvements, Program procedures and rules are adopted, amended, or repealed as needed to accomplish the objective. The format and content of the State Plan are in conformance, therefore, with Department of Agriculture rules, instructions, and guidance.

In order to achieve maximum Program effectiveness and efficiency, certain procedure revisions are implemented prior to the beginning of the federal fiscal year.

In January, 1999, the Department of Agriculture published its consolidated final rule, (7, CFR 246) which revised WIC Program regulations by making a number of technical revisions, reorganizing regulations to more clearly identify major program areas, and making substantive revisions to a number of areas affecting program operations. The rule is expected to reduce state and local burdens, streamline program operations and provide state agencies greater administrative discretion. This State Plan is, therefore, also intended to meet the requirements and achieve the objectives of the final rule, and subsequent amendments.

#### **EVALUATION OF ALTERNATIVES.**

Alternative approaches to accomplishing the Program's objectives were considered during the development of the State Plan by Program staff and the State Plan Committee. Alternatives other than the rules and procedures selected were found to be less effective and not less burdensome to affected private persons. The approaches selected were those which meet the Federal requirements for efficient and effective administration of the Program. Information about alternatives considered and the impact of implementing alternatives can be obtained from the WIC Program.

#### **DUPLICATION AND OVERLAP.**

There is no overlap or duplication with any other state regulations. There are no other state regulations which apply to WIC operations and services.

#### **ECONOMIC IMPACT ON SMALL BUSINESS.**

It is determined that this State Plan of Operation and Administration will not have a significant economic impact on small business.

#### **AUTHORITY AND SEVERABILITY.**

If any provisions of the WIC State Plan of Operation and Administration or of any rules, regulations, policies, procedures, or directives made or issued thereunder shall be held invalid by a court of competent jurisdiction, the remainder of the Plan of Operation and Administration and any rules, regulations, policies, procedures, or directives issued thereunder shall not be affected thereby.

In the event of any conflict between federal law or regulation and any provision of the WIC State Plan of Operation and Administration or of any policies, rules, procedures, or directives issued thereunder, federal law or regulations will govern. Should the federal regulations pertaining to the administration or operation of the WIC Program be changed, the state agency may make such changes in its rules, policies, and procedures as are required, can be responsibly

accomplished, and/or are in the interests of the effective and efficient administration of the Program, and are compatible with the state's goals and objectives.

#### **AMENDMENTS TO THE STATE PLAN**

Included herein are amendments to the Previous Plan. Said amendments will take effect January 31, 2002.

#### **THE WIC PROGRAM**

WIC is the Special Supplemental Nutrition Program for Women, Infants, and Children. It is a federally funded program carried out according to provisions of the Child Nutrition Act passed by Congress in 1966 and amended in 1978 to create the WIC Program.

WIC is funded through the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA). It is administered in the State of Rhode Island by the Department of Health (HEALTH) through various local health centers and hospitals ("local agencies") which distribute the food funds and provide nutrition education to participants.

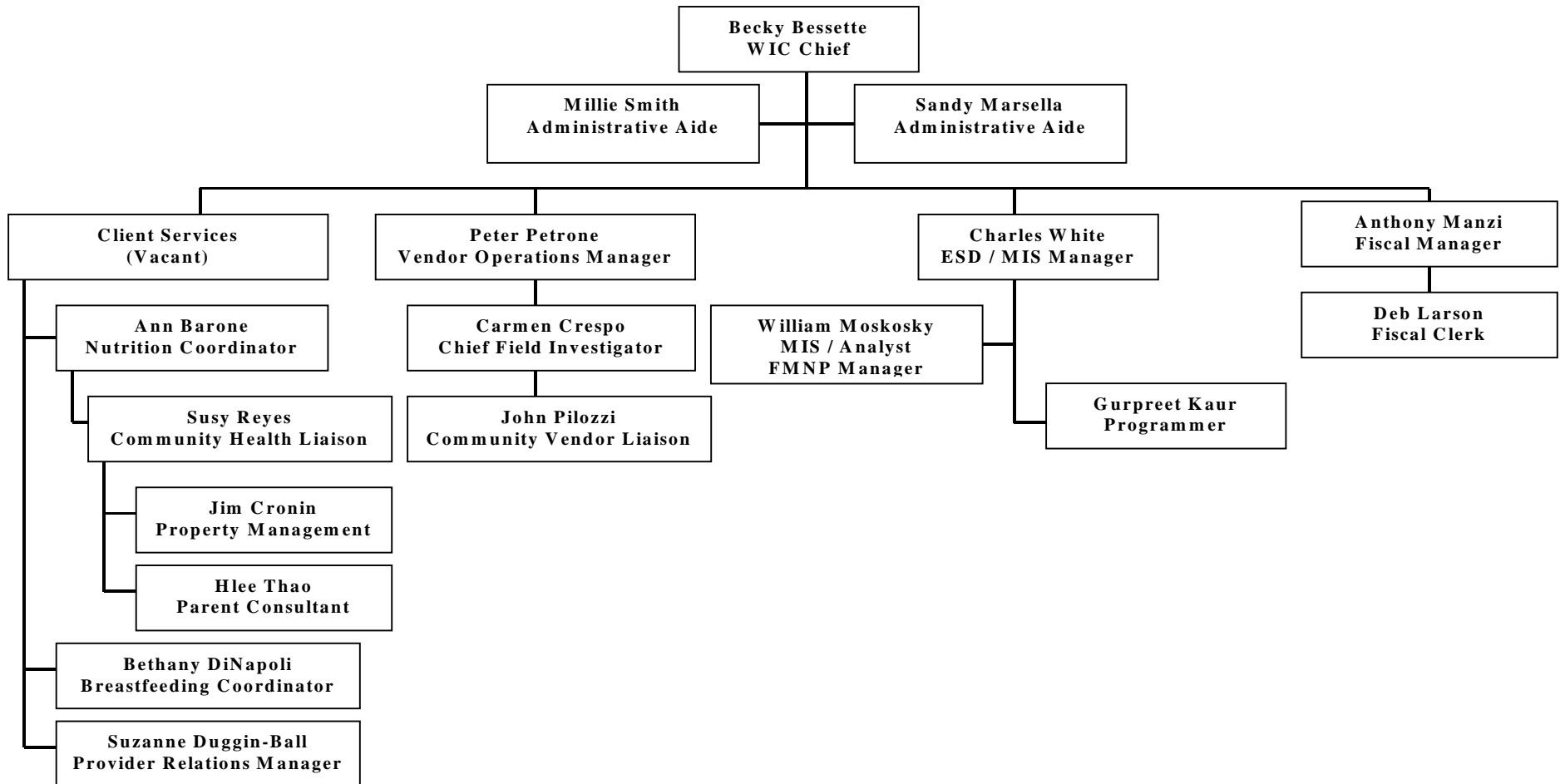
Many pregnant women, infants and young children, from families with inadequate income, are in danger of having poor physical and mental health because they eat poorly and have inadequate health care. WIC is designed to help such pregnant women, infants and young children by directly improving what they eat and the way they eat.

The Program serves eligible participants who meet certain income limitations and show evidence of special nutritional need. The Program provides special supplemental foods; including milk, eggs, juice, cereal, dried beans and peas or peanut butter, and cheese, plus carrots and tuna fish to breast-feeding women, and infant formula; and nutrition education. The Program provides this extra help during critical times of growth and development in order to prevent the occurrence of health problems and improve the health status of participants.

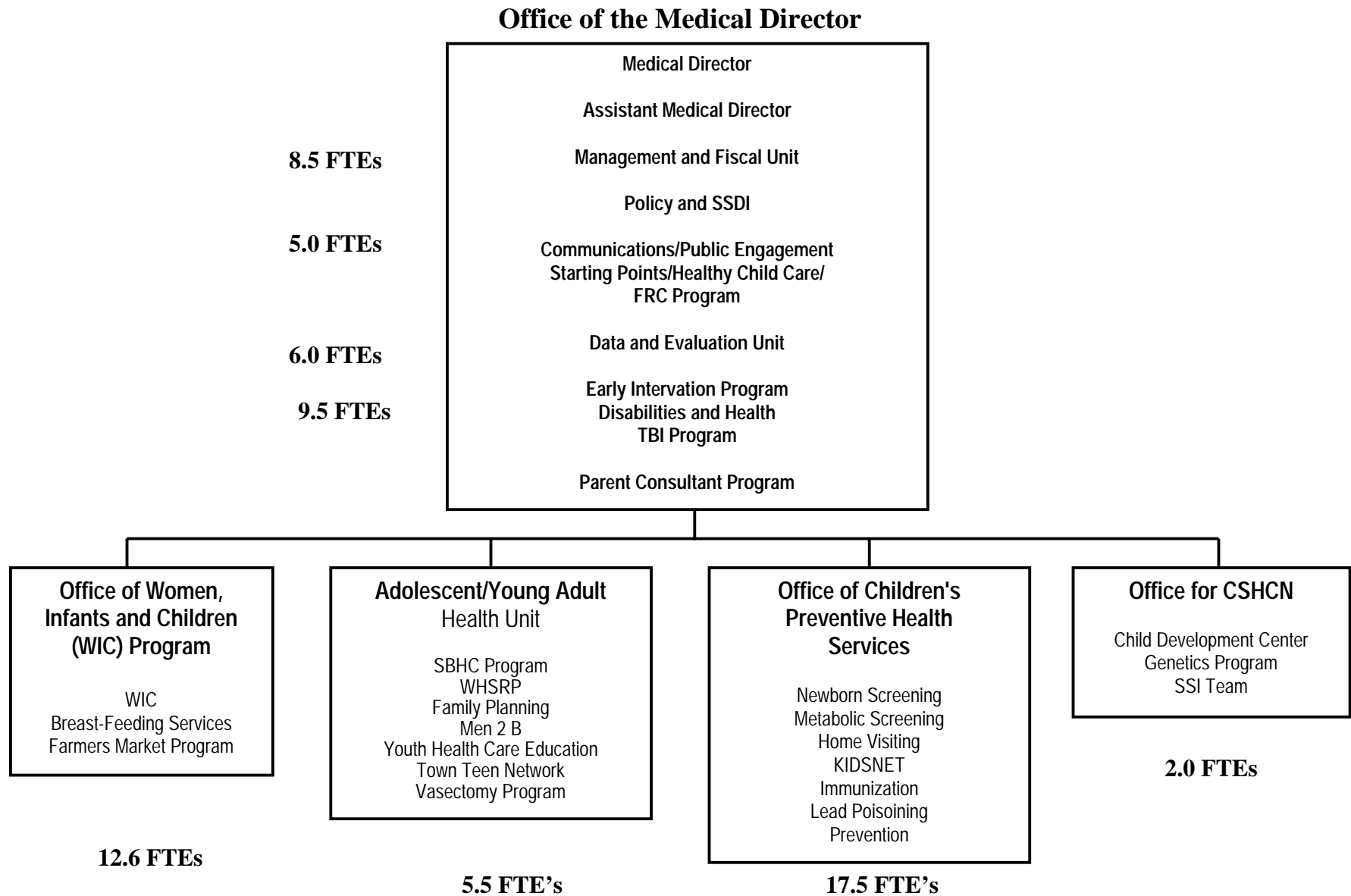
Additional information about the operation and administration of the Rhode Island WIC Program is available in the WIC Procedure Manual, State Operations Manual, federal regulations and in various informational materials and communications provided by the HEALTH to local agencies.

## Division of Family Health

### RI WIC PROGRAM ORGANIZATION CHART







**RHODE ISLAND DEPARTMENT OF HEALTH  
ORGANIZATIONAL STRUCTURE - Fiscal Year 2001**

