

## **1.01 Use of Policy and Procedure Manual**

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### **POLICY:**

The **West Virginia WIC Program Policy and Procedure Manual** contains the policies and procedures for the West Virginia Special Supplemental Nutrition Program for Women, Infants and Children (WIC). All Local Agency WIC personnel will follow the policies and procedures as written.

### **PROCEDURE:**

#### **A. Minimum Manual Requirement**

A **minimum** of one (1) copy of the **West Virginia WIC Program Policy and Procedure Manual** will be kept on file at the Local Agency headquarters and at each permanent WIC clinic. The minimum requirement can be met by having either having access to an electronic copy or hard copy of the **West Virginia WIC Program Policy and Procedure Manual**.

#### **B. Policy Revisions and Additions**

Policy revisions and additions will be forwarded by the State Agency to the Local Agency Director. The State WIC office will be responsible for updating the electronic copy of the **West Virginia WIC Program Policy and Procedure Manual**. The Local Agency Director is responsible for ensuring that policy revisions and additions are delivered, inserted into manuals and explained to all Local Agency WIC personnel.