

VII. CASELOAD MANAGEMENT

Caseload management involves identifying the target population and special populations within it, implementing strategies to enroll the potential population and utilizing caseload effectively to reach the desired populations. Describe the procedures in place to realize these strategies.

A. *No-Show Rate - 246.4(a)(11)(i)*: describe the procedures used to monitor potential and current participants' utilization of program services.

B. *Allocation of Caseload - 246.4(a)(5)(i) and (13)*: describe how the State agency assigns and manages local agency caseload allocations.

C. *Caseload Monitoring - 246.4(a)(5)(i)*: describe the information and procedures used by the State agency to monitor caseload.

D. *Benefit Targeting - 246.4(a)(5)(i); (6); (7); (18), (19), (20), and (21)*: describe the plans and procedures for ensuring that WIC benefits reach the highest risk participants and persons in special need such as migrants, homeless, and institutionalized persons; pregnant women in their early months of pregnancy; and applicants who are employed or who reside in rural areas.

E. *Outreach Policies and Procedures - 246.4(a)(5)(i)-(ii); (6); (7); (18) and (19)*: describe the types of outreach materials used, where these materials are directed, special agreements with other service organizations and how special populations are addressed. Also, provide data on unserved and underserved areas.

F. *Waiting List Management - 246.4(a)(11)(i)*: describe the policies and procedures used for processing applicants.

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A. No-Show Rate

1. Policies and Procedures for Missed Certification Appointments and Food Instrument/Cash-Value Voucher Pick-Up (No-Shows)

a. The State agency has specific policies and procedures to ensure follow-up of no-shows for (check all that apply):

- initial certification for any potential participant
- subsequent certifications for high-risk participants
- subsequent certification for any current participant
- food instrument/cash-value voucher pick-up
- food instrument/cash-value voucher non-redemption
- State agency has no specific policies and procedures for no-show follow-up

b. The local agency attempts to contact each pregnant woman who misses her first appointment to apply for participation in the Program in order to reschedule the appointment. Such procedures include (check all that apply):

- At the time of initial contact, the local agency obtains the pregnant woman's address and telephone number
- If the applicant misses her first certification appointment, an attempt is made to contact her by telephone or mail.
- If contact is established by phone, she is offered one additional certification appointment.
- If she cannot be reached by phone, the local agency sends the applicant a postcard or letter asking that she contact the local agency for a second appointment.
- A second appointment is provided upon request from the applicant.

2. Monitoring No-Show Rates

a. The State agency has (check all that apply):

- standards defining acceptable no-show rates
- policies and procedures designed to assist local agencies to improve no-show rates
- sanctions that may be applied to local agencies that have chronically unacceptable no-show rates
- provides regular feedback to local agencies concerning no-show rates
- no specific policies or procedures concerning local agency no-show rates

**ADDITIONAL DETAIL: Caseload Management Appendix
and/or Procedure Manual (citation): 1.13**

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A. No-Show Rate

b. As a matter of standard procedure, the State agency monitors no-show rates through (check all that apply):

- State agency does not monitor local agency no-show rates
- local agency reviews
- automated reports
- local agency reports on no-show rates
- other (specify):

ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

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C. Caseload Monitoring

1. The State agency's caseload monitoring process includes the review of the following data (check all that apply):

- | | | | |
|-------------------------------------|----------------------------|--------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | Participation levels/rates | <input type="checkbox"/> | High-risk participant levels/rates |
| <input checked="" type="checkbox"/> | No-show rates | <input type="checkbox"/> | Food costs per participant |
| <input type="checkbox"/> | Food costs by area | <input type="checkbox"/> | Other (specify): |

ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

2. The State agency uses the following methods to monitor the above areas (check all that apply):

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Manual reports submitted by local agencies |
| <input checked="" type="checkbox"/> | ADP system-generated reports |
| <input type="checkbox"/> | On-site reviews |
| <input type="checkbox"/> | Other (specify): |

ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

3. Local agency caseload utilization, by any method, is reviewed by the State agency at least:

- | | |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | monthly |
| <input type="checkbox"/> | quarterly |
| <input type="checkbox"/> | other (specify): |
| <input type="checkbox"/> | not applicable |

ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

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D. Benefit Targeting

1. Development and Monitoring of State Agency Targeting Plans

a. The State agency has a plan to inform the following classes of individuals of the availability of program benefits (check all that apply):

- Pregnant women, with special emphasis on pregnant women in the early months of pregnancy
- High risk postpartum women (e.g., teenagers)
- Parents/Caregivers of Priority I infants
- Migrants
- Homeless persons/families
- Incarcerated pregnant women
- Institutionalized persons
- Other (specify):

ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

b. The local agency contacts the following organizations to provide WIC Program information to eligible infants and children:

- foster care agencies
- child welfare authorities
- protective service agencies
- other (specify):

c. The State agency ensures that benefits are targeted to those at greatest risk by limiting the use of regression as a nutrition risk criterion to only once after a certification period.

- Yes
- No

d. In addition to, or in lieu of, State-developed plans, the State agency encourages/permits local agencies to develop their own targeting plans.

- Yes
- No
- Not Applicable

e. If yes, the State agency assures the appropriateness/quality of local agency targeting plans by:

- requiring local agencies to submit plans for State agency approval
- review plans during local agency reviews
- other (specify):

f. The State agency monitors benefit targeting through (check all that apply):

- automated reports developed by State agency

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D. Benefit Targeting

- manual reports submitted by local agencies
- local agency reviews
- other (specify):

**ADDITIONAL DETAIL: Caseload Management Appendix
and/or Procedure Manual (citation):**

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E. Outreach Policies and Procedures

1. Outreach Policies, Procedures and Materials

a. To administer outreach activities, the State agency (check all that apply):

- issues a standard set of outreach materials for use by all local agencies
- requires local agencies to develop outreach plans
- reviews outreach plans developed by local agencies
- reviews and approves any outreach materials developed by local agencies
- utilizes broadcast media for outreach activities
- other (specify):

b. Availability of Program benefits is publicly announced at least annually via:

State Agency	Local Agency	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Newspapers
<input type="checkbox"/>	<input type="checkbox"/>	Radio
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Posters
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Letters
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Brochures/pamphlets
<input type="checkbox"/>	<input type="checkbox"/>	Television
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other (specify): Outreach Displays

c. Outreach materials are available in the following languages (check all that apply):

- English
- Spanish
- Vietnamese
- Tribal Language(s)
- Other (specify):

d. Outreach materials are distributed to (check all that apply):

- health and medical organizations
- hospitals and clinics
- welfare and unemployment offices or social service agencies
- migrant farmworker organizations
- Indian and tribal organizations
- homeless organizations
- faith-based and community organizations in low-income areas
- shelters for victims of domestic violence
- other (specify):

ADDITIONAL DETAIL: Caseload Management Appendix

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E. Outreach Policies and Procedures

and/or Procedure Manual (citation):

2. Accessibility to Special Populations

a. The State agency requires all, some, no local agencies to implement the following to meet the special needs of employed applicants/participants. When an Indian State agency operates as both the State and local agency "All" should be checked.

All	Some	None	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	early morning/evening clinic hours by appointment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	early morning/evening clinic hours, walk-in basis
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	weekend hours, by appointment
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	weekend hours, walk-in basis
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	priority appointment scheduling during regular clinic operations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	food instrument/cash-value voucher mailing procedures specifically designed for working participants
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	expedited clinic procedures for working participants
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	evening/weekend nutrition education classes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	other (specify):

b. The State agency requires/authorizes all, some, no local agencies to implement the following to meet the special needs of rural participants (check all that apply):

All	Some	None	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	special clinic hours to accommodate travel time to clinic sites
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	use of mobile clinics to rural areas
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	food instrument/cash-value voucher mailing procedures specifically designed for rural participants
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	special appointment/scheduling procedures for rural participants who do not have access to public transportation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	special food instrument/cash-value voucher issuance cycles for rural participants(check one): <input type="checkbox"/> 2 months, <input checked="" type="checkbox"/> 3 months issuance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	other (specify):

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c. The State agency requires/authorizes all/some/no local agencies to implement the following to meet the special needs of migrant families (check all that apply):

All	Some	None	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	formal coordination with rural/migrant health centers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	special outreach activities aimed at migrants
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	special clinic hours/locations to service migrant populations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	expedited appointment procedures to accommodate migrant families
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	special food instrument/cash-value voucher issuance cycles for migrant families (check one):
			<input type="checkbox"/> 2 months issuance <input checked="" type="checkbox"/> 3 months issuance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	other (specify):

d. The State agency has in place formal agreements with one or more contiguous States to facilitate service continuity to migrants (exclusive of normal verification of certification procedures):

- Yes (If yes, please identify the State agencies with whom formal agreements exist):
- No

e. The State agency requires all, some, no local agencies to implement the following proceedings to facilitate service to homeless families/individuals (check all that apply):

All	Some	None	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide homeless applicants with a list of shelters/facilities that fulfill WIC Program requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Undertake regular and ongoing outreach to homeless individuals
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Routinely monitors facilities serving homeless participants to ensure WIC foods are not subsumed into commercial food service
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Implement formal agreement with other service providers to facilitate referrals of homeless families/individuals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secure a written statement from the facility attesting to compliance with the requisite conditions for WIC services in a homeless facility

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- Establish to the extent practicable, plans to ensure that the three conditions in 246.7(n)(1)(i) regarding homeless facilities are met
- Other (specify):

ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

3. Unserved Geographical Areas

a. State agency's definition of an unserved geographic area (specify):

b. Please list unserved geographic areas or attach a list to appendix:

No current unserved areas (check if applicable)

ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

4. Underserved Geographic Areas

a. State agency's definition of an underserved geographic area and a discussion of how the State prioritizes areas in descending order (specify):

No current underserved areas (check if applicable)

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b. The State agency has a list on file of served and/or unserved geographic areas including the number of potential eligibles, participation and priority level currently being served

X Yes No

c. The names and addresses of all local agencies found in the last FNS-648 Report, reflect all local agencies currently in operation

X Yes No, an update list is provided in the Appendix

ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

5. The State agency has a plan to:

- inform nonparticipating local agencies of the Program and the availability of technical assistance in implementation
- encourage potential local agencies to implement or expand operations in the neediest one-third of all areas unserved or partially served

ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

6. If applicable, please list all areas operating CSFP and their current participation:

Area	Participation
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ADDITIONAL DETAIL: Caseload Management Appendix and/or Procedure Manual (citation):

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F. Waiting List Management

Waiting List Management and Procedures

1. **The State agency has specific policies/procedures for the establishment and maintenance of waiting lists which are used by all local agencies.**

Yes No

2. **Waiting list procedures are uniform throughout the State.**

Yes No, but State agency approves all exceptions
 No; local variation allowed without State agency approval

3. **The State agency routinely monitors waiting lists.**

Yes No

4. **The State agency requires/allows subprioritization of waiting lists by (check all that apply):**

no subprioritization permitted income
 nutrition risk age
 point system
 special target populations (specify):
 other (specify):

5. **The State agency requires pre-screening for certification of individuals prior to placement on waiting lists.**

Yes
 No, only categorical eligibility established
 No, only categorical and income eligibility established
 No, local agency variation
 Other (specify):

6. **Waiting lists are maintained:**

manually
 automated system linked to State agency's central system
 automated system, stand alone at some/all local agencies

7. **Telephone requests for placement on the waiting list are accepted.**

Yes No

Caseload Management Appendix I

B. 2.

West Virginia does not have a written procedure for allocation of caseload to local agencies. For the last three years, WIC state agency administration and WV Bureau for Public Health Central Finance Unit has looked at the past three years' caseload averages for each Local Agency. The most recent year's caseload average is weighted at .5%, the middle year caseload average is weighted at .3%, and the oldest year caseload average is weighted at .2%. This weighting methodology has been helpful in appropriately assigning caseload based on growth and participant demographic changes throughout the state. This caseload allocation would be dependent upon the awarded Food Grant, but could sustain the current rate of participation. The West Virginia WIC Program has been fortunate that granted food funds have been sufficient in serving all West Virginia residents that apply for WIC benefits. A waiting list has not been implemented for over ten years although waiting list management is outlined in WV WIC Policy and Procedure 1.09.

B. 3

West Virginia does not have a written procedure in place to ensure current/prior year caseload levels are maintained. Even so, quarterly review of caseload levels, comparing current participation to the previous fiscal year, occurs between the State Agency and Local Agency administrative staff. The State Agency includes the expectation within each Local Agency grant agreement that at least eight hours a week be dedicated to outreach which assists in maintaining and growing caseload.