

5.09 Purchasing Foods As Part Of Nutrition Education

The Local Agency may purchase foods to promote use of WIC foods and are considered an allowable nutrition education expenditure.

PROCEDURE:

A. Food Purchasing

1. Foods will be purchased directly using a purchase order or petty cash.
2. Purchases must be documented with a copy of a purchase order or cash register receipt and include the following:
 - < Name of item(s) purchased;
 - < Name of vendor (s) where items are purchase;
 - < Price per item;
 - < Total price of purchase;
 - < Reason for purchase; and
 - < Person(s) who made the purchases.
3. The expenditure should be charged to “Educational Materials” on the monthly expenditure report and invoice sent to the State Agency.

B. Food Usage

1. Foods cannot be used for distribution to WIC participants as part of their monthly food package issuance or as a supplement to their monthly food package issuance.
 - < Food purchases will be used in recipes to promote use of WIC foods.

REFERENCES:

1. WIC Regulations 246.14, Program Costs.