



<b>WIC AUTOMATION PROJECT FUNDING THRESHOLDS AND REQUIRED DOCUMENTS</b>	
<b>Acquisition Cost</b>	<b>Documents Required From State Agency</b>
\$5,000 to \$24,999	<ul style="list-style-type: none"> <li>• Written notification to the RO within 60 days of the expenditure or the contract execution<sup>3</sup></li> </ul>
\$25,000 to \$500,000	<ul style="list-style-type: none"> <li>• Description of Needs</li> <li>• Explanation of Purchases</li> <li>• Budget</li> <li>• Cost Allocation Proposal<sup>1</sup></li> <li>• Procurement Documents (e.g., RFPs and contracts)<sup>2</sup></li> </ul>
>\$500,000	<ul style="list-style-type: none"> <li>• Planning APD (optional, at RO discretion)</li> <li>• Implementation APD</li> <li>• Procurement Documents<sup>2</sup></li> </ul>
<p><sup>1</sup> If any ADP acquisition is to be used for non-WIC functions, a Cost Allocation Proposal must be submitted.</p> <p><sup>2</sup> Procurement documents are submitted only on request from FNS RO.</p> <p><sup>3</sup> RO discretion. Software purchases within this range are not required to be approved.</p>	

## BENEFITS OF AUTOMATION FOR WIC PROGRAMS

**Monetary Benefits**—Benefits that can be assigned a dollar value. Monetary benefits usually represent a reduction in costs derived from the alternative system. Examples of line items in which cost savings may occur when an ADP system alters current procedures include the following:

<i>Personnel</i>	Reduction in or more efficient use of staff time required to perform certain functions such as certification, scheduling, check issuance, nutrition services and filing.
<i>Postage</i>	Mailing of forms, vouchers, etc., is reduced or eliminated.
<i>Data Processing</i>	Reduction in data processing time on central mainframes or reduction and elimination of data entry (key punch) services.

**Intangible Benefits**—Non monetary benefits elude valuation, but are equally important to present as monetary benefits. Examples of non-monetary benefits accruing to the WIC Program may include the following:

<i>State Agencies</i>	<ul style="list-style-type: none"> <li>• Better surveillance of nutrition improvements and health benefits for participants.</li> <li>• Improved caseload allocation and control.</li> <li>• Improved management of administrative costs.</li> <li>• More efficient food instrument reconciliation.</li> <li>• Better management information for efficiency analysis of local agency operations.</li> <li>• More sophisticated diagnosis of high-risk vendors.</li> <li>• Improved access to vendor management data for vendor selection.</li> <li>• More effective vendor enforcement case development.</li> <li>• Improved security and controls.</li> <li>• More timely and accurate rebate billings to infant formula and from other food product manufacturers which provide rebates.</li> </ul>
<i>Local Agencies</i>	<ul style="list-style-type: none"> <li>• Improved appointment scheduling for efficient service to participants.</li> <li>• Better management information for participant analysis.</li> <li>• Better management information for clinic workflow analysis.</li> <li>• Better outreach and referral programs.</li> <li>• Improved security and controls.</li> <li>• Accelerated enrollment process.</li> </ul>
<i>Participants</i>	<ul style="list-style-type: none"> <li>• Faster issuance of food instruments.</li> <li>• Accelerated enrollment process.</li> <li>• More responsiveness to nutrition education needs.</li> <li>• Increased participation in available health and social services.</li> </ul>
<i>Vendors</i>	<ul style="list-style-type: none"> <li>• Faster receipt of payment.</li> <li>• Faster resolution of payment disputes.</li> <li>• More timely communication from WIC State agencies.</li> </ul>
<i>FNS Headquarters and ROs</i>	<ul style="list-style-type: none"> <li>• More accurate and timely Federal reporting by States.</li> <li>• Better management information for national/regional trend analysis.</li> </ul>