



March 22, 2007

United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive Alexandria, VA 22302-1500

SUBJECT: WIC Policy Memorandum: # 2007-4 WIC Advanced Planning Document (APD) Policy Changes

TO: Regional Directors Supplemental Food Programs All Regions

The purpose of this memorandum is to set forth policy in the Advanced Planning Document (APD) process for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program). These policy changes and/or clarifications should lessen the burden of the current WIC APD process and are effective immediately.

Please note that the APD Handbook 901 is currently being revised and is anticipated to be issued in final to all State agencies later in calendar year 2007. These important issues will be included in the revised Handbook 901.

**Prior Approval Thresholds**

Currently, any automation acquisitions with a total project cost of \$25,000 - \$499,999 require a request for prior approval from the WIC State agency to the Regional Office (RO).

The lower end of this threshold will be raised to \$100,000, thus making the new range \$100,000 - \$499,999. This will, in turn, also change the threshold range for "written notification to the RO within 60 days of the expenditure or the contract execution" from \$5,000 - \$24,999 to \$5,000 - \$99,999.

The table below reflects these changes and lists the new approval thresholds for automation acquisitions.

Acquisition Cost	Documents Required from State Agency
\$5,000 to \$99,999	▶ Written notification to the RO within 60 days of the expenditure or the contract execution
\$100,000 to \$499,999	▶ Specific documentation required for FNS prior approval <ul style="list-style-type: none"> <li>√ Description of Needs</li> <li>√ Explanation of Purchases</li> <li>√ Budget</li> <li>√ Cost Allocation Proposal (if applicable)</li> <li>√ Procurement Documents (e.g., RFPs and contracts)</li> </ul>
≥\$500,000	▶ State agency must submit an APD

**APD Requirements for Maintenance and Operations (M&O)**

There has been some confusion concerning the WIC program APD requirements as they relate to maintenance and operations activities. This policy memorandum clarifies that an APD is not required for routine hardware and software replacements, upgrades, and/or maintenance and operations activities, regardless of cost.

As is currently required, all significant projects requiring dedication of administrative funds should be included in the State Plan submissions or subsequent amendment for RO review and concurrence.

Any questions concerning the process outlined above should be directed to Terri Kessler at 703-305-2720.

A handwritten signature in black ink that reads "Patricia N. Daniels". The signature is written in a cursive, flowing style.

PATRICIA N. DANIELS  
Director  
Supplemental Food Programs Division