

**Please Deliver to the WIC Coordinator Immediately!**



**Department  
of Health**

# **WICSIS Communiqué**

**May 17, 2016**

**Issue 2016-06**

## **Reference Table Changes – Effective May 20, 2016**

WICSIS table changes will be distributed to local agencies after close of business on **Friday, May 20, 2016**, and become effective the next day. As per standard operating instructions, local agencies **MUST** have WICSIS equipment powered on and connected to the WICSIS network on the evening of **Friday, May 20, 2016**, to receive the updates.

### **Income Guidelines**

The new WIC Federal income guidelines will be updated in WICSIS on May 20, 2016, and must be implemented by local agency staff. A copy of the WIC Program Manual Section 1134, Federal Income Eligibility Guidelines, will be available shortly. The table below is posted on the Common drive in the Income folder. Refer to LA Memo 05/16 - #14 for more information.

| <b>Household Size</b>            | <b>Gross Income</b> |                |                      |                  |               |
|----------------------------------|---------------------|----------------|----------------------|------------------|---------------|
|                                  | <b>Annual</b>       | <b>Monthly</b> | <b>Twice-Monthly</b> | <b>Bi-Weekly</b> | <b>Weekly</b> |
| 1                                | \$21,978            | \$1,832        | \$916                | \$846            | \$423         |
| 2                                | 29,637              | 2,470          | 1,235                | 1,140            | 570           |
| 3                                | 37,296              | 3,108          | 1,554                | 1,435            | 718           |
| 4                                | 44,955              | 3,747          | 1,874                | 1,730            | 865           |
| 5                                | 52,614              | 4,385          | 2,193                | 2,024            | 1,012         |
| 6                                | 60,273              | 5,023          | 2,512                | 2,319            | 1,160         |
| 7                                | 67,951              | 5,663          | 2,832                | 2,614            | 1,307         |
| 8                                | 75,647              | 6,304          | 3,152                | 2,910            | 1,455         |
| For each additional member, add: | +\$7,696            | +\$642         | +\$321               | +\$296           | +\$148        |

### **Agency Name Change**

WIC Local Agency 303-The Greater Hudson Valley Family Health Center, Inc. WIC Program has officially changed its name to Cornerstone Family Healthcare WIC Program.

The VOC transfer table will be updated as of 05/21/2016.

## Change in Message on Exempt Formula Checks

The message that appears on exempt formula checks has been changed to reflect an expansion in the number/types of vendors that will be allowed to accept exempt formula checks from WIC participants. The new message will read “This check must be cashed at a WIC pharmacy or grocery store approved to accept exempt formula checks”.

Refer to NYS WIC Vendor Bulletin 2016-5, Exempt Formula Policy Change, on the Common drive under Vendor\Bulletins\2016. Local agencies may request a list of vendors authorized to accept exempt formula checks from the Vendor Management Agency.

## Upcoming Help Desk Closures

Please be advised that the Help Desk will be closed for the following upcoming holidays.

|                  |                       |
|------------------|-----------------------|
| Memorial Day     | May 30, 2016 – Monday |
| Independence Day | July 4, 2016 – Monday |

If a WIC site is operational on a day when the Help Desk is closed, and staff are **unable to provide services in WICSIS**, staff should contact the Help Desk and follow the telephone prompts for a Priority 1 call. A Priority 1 call may include, but is not limited to the following examples:

- Server down
- Check printer down
- Multiple PC’s down
- Multiple staff are unable to log-in

IT staff will be on standby to respond to Priority 1 calls. For all other service calls, leave a message and the Help Desk will respond on the next business day.

Staff should review their local agency emergency procedures to prepare for any event when WICSIS is not operational.

**COORDINATORS, PLEASE POST OR DISTRIBUTE  
THE *WICSIS Communiqué* TO ALL STAFF**  
Questions on the information provided in the  
*WICSIS Communiqué* should be directed to your  
**Regional Office** Representative  
To report a problem receiving the *WICSIS Communiqué*,  
contact the Bureau of Supplemental Food Programs at:  
(518) 402-7096 (office) (518) 402-7348 (fax)