

WIC PILOT RESPONSIBILITIES FOR  
**SUMMER MEAL  
PROGRAMS**  
CONTRACTING ENTITIES

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# WIC PILOT RESPONSIBILITIES FOR SUMMER MEAL PROGRAMS CONTRACTING ENTITIES

## WIC Pilot Overview

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Since 2015, the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) in Texas has joined with the Texas Department of Agriculture (TDA) in the WIC Pilot program to increase Texas children's access to healthy meals during the summer. The WIC Pilot is a U.S. Department of Agriculture (USDA) initiative that allows TDA's Summer Meals Program contracting entities (CEs) to provide meals to WIC visitors 18 and under in designated WIC clinics.

The information below outlines responsibilities for CEs participating in the WIC Pilot. Pilot CEs will be invited to participate by their administering state agency. This below guidance only applies to CEs that have been invited to participate in the WIC Pilot. For additional assistance, please contact TDA at 877-TEX-MEAL.

## Summer Meal Programs Overview

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The Summer Meal Programs help ensure children in low-income areas have access to nutritious meals when school is not in session. In the Summer Meal Programs, CEs provide nutritious meals at no cost to children 18 and younger, and enrolled students with disabilities up to 21 years old during the summer months. Summer meal sites are located in areas where kids congregate such as schools, libraries, community centers and parks. TDA partners serve meals at sites in designated areas where more than 50 percent of children are eligible for free or reduced-price meals in the National School Lunch Program. No registration or ID is needed for a child to receive a meal.

## Texas WIC Overview

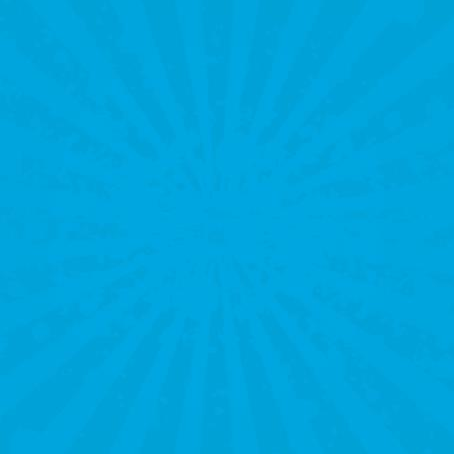
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WIC provides foods, health care referrals, and nutrition education for low-income populations. Texas WIC serves pregnant, breastfeeding, and postpartum women; infants; and children up to age five. Texas WIC consists of 65 local agencies and within each local agency are individual clinics. There are approximately 500 WIC clinic sites across Texas. Participants attend scheduled appointments at the clinics to receive benefits and counseling from nutrition and breastfeeding professionals.

## TIMELINE OVERVIEW

Date	Activity
January	TDA and Texas WIC compile a list of eligible CEs and WIC clinics based on established criteria.
February – March	<ul style="list-style-type: none"><li>• Eligible CEs will receive access to a list of eligible WIC clinics.</li><li>• CEs contact WIC clinics and discuss summer logistics.</li><li>• Once CEs confirm they can support the clinic as a summer site, CE completes survey and site application for each participating meal site in TX-UNPS.</li></ul>
April – May	<ul style="list-style-type: none"><li>• CEs provide summer training to WIC clinics prior to the implementation of meal service.</li><li>• TDA and TX WIC will host a meeting to review WIC Pilot tasks and share best practices.</li></ul>
June – August	CEs begin summer meal service and communicate frequently with WIC clinics.
September	CEs complete year-end survey on pilot activities provided by TDA.





## CE Responsibilities for the WIC Pilot

Participating CEs should be aware of the following requirements when participating in the WIC Pilot.

**Note:** These requirements are based on typical SFSP/SSO summer operations. Visit [SquareMeals.org](https://www.squaremeals.org) for information about waivers and flexibilities.

### COMMUNICATING WITH WIC CLINICS

- Contact the local agency director to determine best contact persons and method of contact for each participating WIC clinic.
- Share a calendar with start and end dates for serving meals and indicate any holidays that will interrupt service.
- Communicate meal logistics with the WIC clinic contacts.

### MEAL LOGISTICS

Determine the following with the WIC Clinic Contact:

- Expected number of daily participants
- Number of meals to be served
- Appropriate delivery times
- Appropriate meal service times
- Meal service needs (volunteer support, meal service location, equipment needs, etc.)

### ENTER THE WIC CLINICS AS MEAL SITES IN TDA'S ONLINE SUMMER SITE APPLICATION FOR SUMMER FOOD SERVICE PROGRAM (SFSP) SITES AND/OR SEAMLESS SUMMER OPTION (SSO) SITES.

- Each WIC clinic represents an individual summer site.
- The naming format for the sites is WIC and the name of the clinic (e.g. WIC Travis County Clinic).  
The specific naming convention identifies meal sites as part of the WIC Pilot.
- **Enter WIC Pilot site types as “Open Restricted” on the SFSP application or “Restricted Open” on the SSO application.**
- Please note: The restricted open site designation allows CEs to restrict or limit site participation due to reasons of space, security, safety, or control (7 CFR 225.2).

### PROVIDE SUMMER TRAINING FOR SITES

- The CE is responsible for training WIC staff before summer meal service begins (7 CFR 225.15(d)(3)).
- The training should include but not be limited to the following:
  - » Overview of the Summer Meal Programs
  - » Federal regulations
  - » CE operational requirements
  - » Food safety requirements

## CONDUCT VISITS AT WIC CLINICS

CEs must adhere to compliance requirements for the pre-operational and first week site visit.

- **Pre-Operational Site Visit:** Prior to approval, CEs must visit new sites and any sites that had operational problems in the previous year. When a CE applies for a Summer Meal Programs, they must certify that the required pre-operational site visits have been conducted and that sites are capable of providing meal service for the number of children as planned.
- **Site Visit:** CEs must visit each site at least once during the first week of operation. However, the first week site visit requirement is waived for returning sites that operated successfully during the previous summer (or other most recent period of operation) and had no serious deficiency findings. CEs of these sites are still required to review the site within the first four weeks of operation.
- **Site Reviews:** CEs must conduct a review of the food service at least once in the first four weeks of program operations. If a site operates less than four weeks, the CEs must still conduct a review. After this initial period, CEs must conduct a “reasonable” level of monitoring (7 CFR 225.15(d)(3)).

## MEAL PREPARATION AND DELIVERY

- CEs are responsible for preparing meals and delivering them to WIC clinics in accordance with state and local food safety regulations.
- Meal Pattern Requirements
  - » CEs follow the SFSP meal pattern with WIC requirements. School districts that are participating in SSO can follow the SSO meal pattern with the WIC requirements.
  - » The WIC requirements ensure food served is appropriate for young children.
- Number and Type of Meals
  - » With state agency approval, CEs may serve up to two meals (including snacks) each day. CEs may choose which combination of meals they would like to serve; however, serving lunch and supper on the same day is not allowed (7 CFR 225.16(b)).

Allowable Meal Combinations	
Breakfast Only	Breakfast and snack
Lunch Only	Breakfast and lunch
Snack Only	Breakfast and supper
Supper Only	Supper and snack
Lunch and snack	Two snacks

## CYCLE MENUS

- Since the clients at the local agencies change daily, breakfast, lunch and snack menus may be repeated on a cycle menu.



## CE Resources

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### WIC APPROVED MENUS:

- For WIC Pilot meals, CEs are asked to select menus from the resource, WIC Pilot Approved Menus & Meal Guidance. Texas WIC has approved all of the menus in this resource. WIC has more age restrictions on foods and the WIC pre-approved menus are intended to provide examples of acceptable items and make it easier for CEs to develop menus.
- Comparable food items can be substituted within the menus. For example, it is acceptable to substitute an approved protein for another approved protein that is on the menu. Always consult with your local agency director if you have specific menu questions or significant changes.
- Food items not included on the approved menus will need to be reviewed and approved by Texas WIC. If you have questions or would like your menus reviewed, please email the Texas WIC office.



## WIC Pilot FAQs

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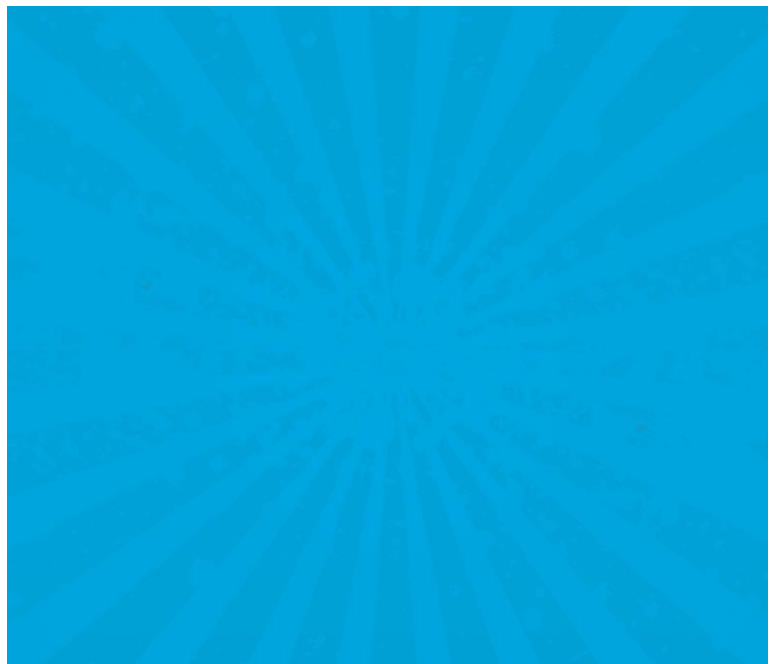
### 1. CAN THE WIC PILOT SITES BE ADVERTISED WITH OTHER SUMMER MEAL SITES IN THE COMMUNITY?

No, CEs should not advertise the WIC summer sites. WIC clinics are in charge of promoting the WIC sites to the local community. Some clinics have the capacity to promote the site to the community, other clinics may only promote internally. WIC Pilot sites are classified as Open Restricted sites. WIC Pilot sites are open to WIC participants under the age of 18, enrolled students under 21 years old with disabilities and any children under 18 attending WIC appointments. WIC clinics have limited capacity to serve meals and must make it a priority to offer excellent customer service and maintain the security of their participants.

### 2. WHERE CAN CHILDREN EAT THE WIC PILOT MEALS WITHIN THE WIC CLINIC?

#### Meal Service Flexibility

- The entire WIC facility will be deemed as the official meal site and the meal may be consumed anywhere in the facility permitted by the clinic supervisor.
- Children are not permitted to leave the building with a meal.



### 3. CAN CHILDREN TAKE WIC PILOT FOOD ITEMS OUTSIDE OF THE CLINIC?



#### Ensure that children eat all meals on-site

Meals must be consumed on-site in order to be eligible for reimbursement, unless the state agency has been notified prior to meal service of a field trip or the USDA Food and Nutrition Service has approved other off-site meal consumption options. Failure to meet this “congregate feeding” requirement results in the disallowance of meals and may lead to a determination of serious deficiency of the CE’s operation of the program. (7 CFR 225.6(e)(15)).

#### Taking food components off-site

CEs may allow a child to take one fruit, vegetable, or grain item off-site to eat later without prior state agency approval provided this is in compliance with state and local health sanitation codes. The fruit, vegetable, or grain item taken off-site must be from the child’s own meal or from a “share table” (CEs should only allow this at sites where there are enough staff to monitor this practice. This helps ensure no issues, such as food safety or program integrity, arise). Site personnel must supervise all children on the site while they are eating meals. (Memorandum SP 10-2017, SFSP 06-2017)

**Note:** Participants can only take one of the following food items, fruit, vegetable, or grain outside of a WIC clinic that does not have time/temperature controls.

 Example of foods that can be taken outside of the clinic:	 Example of foods that cannot be taken:
Unopened clementine	Sandwich with meat and cheese
Wrapped non-perishable granola bar	Container of milk
Juice container that does not require refrigeration	Sliced/opened clementine

### 4. WHO IS RESPONSIBLE FOR FOOD SAFETY AT THE WIC CLINIC?

CEs are responsible for training WIC staff on food safety practices. In Texas, local health, safety, and sanitation standards may vary depending on where a site is located and how the site is operating. Contact your local health inspector with specific food safety questions.

Visit [www.SquareMeals.org/FoodSafety](http://www.SquareMeals.org/FoodSafety) to find food safety resources and health inspector contact information.

TDA Contact Information: (877) TEX-MEAL | [www.SquareMeals.org](http://www.SquareMeals.org)



Food and Nutrition Division  
Summer Meal Programs



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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[www.SquareMeals.org](http://www.SquareMeals.org)