



**CHILD AND ADULT CARE FOOD PROGRAM  
FISCAL YEAR 2011  
POLICY MEMORANDUM**

TO: CACFP Institutions/Sponsors

FROM: Mary Kershaw, CACFP Assistant Director

DATE: October 14, 2010  
Originally Issued: August 17, 2005  
Reissued August 22, 2006; Reissued August 5, 2008

SUBJECT: Distribution of Women, Infants and Children (WIC) Program Information

EXEMPT PROGRAMS:

Outside School Hours Centers, Youth Development Programs, After School At Risk Programs and Adult Day Care Centers are exempt from having to distribute WIC information.

STATE AGENCY RESPOSIBILITIES

The State Agency must provide on an annual basis to CACFP child care centers and family child care institutions the following information about the Special Supplemental Nutrition Program for Women, Infants and Children (WIC):

- Basic information about the importance and benefits of WIC
- State income eligibility guidelines for WIC

The State Agency must ensure that CACFP centers, family child care homes and the parents of enrolled children receive this information on an annual basis.

CHILD CARE AND FAMILY CHILD CARE INSTITUTION RESPONSIBILITIES

All child care and family child care institutions/sponsors must ensure that the information provided to them by the State Agency is distributed to centers/sites and home providers. Centers/sites and home providers in turn must provide the WIC information to parents of enrolled children at the time of enrollment and on an annual basis. It is recommended that WIC information be included with enrollment information. Institutions/sponsors must keep on file a copy of the information distributed and a record when WIC information was provided to centers and providers.

WIC INFORMATION FOR DISTRIBUTION

Option 1 – Copy and distribute to centers/providers/parents the attached WIC brochure (as needed the English and/or Spanish version) and current WIC income eligibility guidelines.

Option 2 – Contact your local WIC Clinic (refer to the attached phone listing for your local WIC Clinic number) to obtain the colorful brochure and current WIC income eligibility guideline inserts (both items come in English and Spanish and may be obtained in quantity) and distribute to centers/providers/parents.

Source: 7 CFR 226.6(r) and 226.15 (n)