

# **Chapter 3**

## **Local Agency Agreements/Contracts**

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This chapter briefly describes the local agency agreement/contracting process.

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Attachment 1.	WIC Model Sub-Contract	
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## Annual Process

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Annually, each local WIC Program must enter into an agreement/contract with the State of North Carolina to receive WIC Program funds. The agreements/contracts are updated annually and sent to each agency director.

### ■ Consolidated Agreements

WIC Programs that operate within local public health departments are subject to the terms of the annual Consolidated Agreement. The Consolidated Agreement is between the State of North Carolina (as represented by the State Health Director) and “The Health Department” for the purpose of maintaining and promoting the advancement of health in North Carolina. The Consolidated Agreement pertains to all activities offered by the local health department for which they receive State funding (i.e., state, federal, and/or special funding or funds channeled from the State).

In addition to the consolidated agreement, local agencies operating within health departments must complete a budget and an agreement addendum for each program for which they receive funding from the State. The agreement addendum is a set of performance objectives specific to a program’s services. The WIC agreement addendum also provides the mechanism for developing the Local Agency Nutrition Education Plan which is a federal requirement. The current WIC Agreement Addendum can be found at <http://www.nutritionnc.com> under Local Agency Resources.

### ■ Contracts

WIC Programs that operate in an agency other than a local public health department are required to enter into a contract with the North Carolina Department of Health and Human Services, Division of Public Health. The templates for and the terms/conditions of the contracts are the responsibility of the Division of Public Health Contracts Unit.

On an annual basis, the Nutrition Services Branch negotiates a contract and budget with each contracting agency for the provision of WIC Program services. Among other things, this contract provides the mechanism for developing the Local Agency Nutrition Education Plan which is a federal requirement. Each contracting agency receives a duplicate original of the contract to be maintained in the agency files.

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## **Sub-Contracts**

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Periodically, a local WIC agency will sub-contract for an individual or agency to provide WIC Program services. Attachment 1 offers a “model sub-contract” that should be used when subcontracting any WIC Program services. Sub-contracts must be reviewed annually, but they may be approved for up to three years if there are no changes in the terms or conditions.

Prior to being signed, all sub-contracts (new or renewal) must be approved in writing by the local agency’s Regional Nutrition Program Consultant.

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## **WIC Model Sub-Contract**

CONTRACT

NAME OF AGENCY

(WIC PROGRAM)

THIS CONTRACT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the (NAME OF AGENCY/INDIVIDUAL CONTRACTING WITH) hereinafter referred to as the "Contractor," and (NAME OF AGENCY - WIC PROGRAM) hereinafter referred to as the "Department."

WITNESSETH:

THAT WHEREAS, the Department and the Contractor deem it to be of mutual interest to contract for (description of services to be performed); and

WHEREAS, both parties desire to reduce the terms of this agreement to writing;

NOW THEREFORE, for and in consideration of the mutual promises to each other as hereinafter set forth, the parties hereto do mutually agree as follows:

- A. The Contractor hereby agrees to perform in a manner satisfactory to the Department the following activities:

(DESCRIBE THE ACTIVITIES)

- B. The Department agrees to provide the following:

(DESCRIBE REFERRAL MECHANISMS, SUPPORT, ETC.,  
GUIDELINES TO BE PROVIDED.)

- C. The Contractor will be compensated by the Department in the following manner:
- 1) For services rendered, the Department will compensate the Contractor at a rate of \_\_\_\_ per \_\_\_\_\_ for a maximum of \_\_\_\_\_ during the period of the Contract.
  - 2) (THIS PARAGRAPH SHOULD INDICATE THE AGREED-UPON BILLING AND PAYMENT PROCEDURES, PLUS THE FOLLOWING):  
Total compensation paid to the contractor under the terms of this contract shall not exceed \$\_\_\_\_\_.
  - 3) Final expenditure reports are to be received by the Department within \_\_\_\_\_ days after the end of the contract period.
- D. This contract is for the performance of services rendered during the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.
- E. Either party may terminate this agreement by giving 30 days written notice to the other party. If the contract is terminated by the Department, the Contractor will be paid only for services actually rendered.
- F. It is understood and agreed between the Contractor and the Department that the payment specified in this agreement, its continuation or any renewal or extension thereof, is dependent upon and subject to the allocation or appropriation of funds to the Department for the purpose set forth in this agreement.
- G. The Contractor agrees that claims for WIC support costs will not be used to claim reimbursement for services already funded by other sources.
- H. The contractor agrees that the state, USDA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that

specific contract, for the purpose of making audit, examination, excerpts, and transcriptions. The contractors shall maintain all required records for the period specified in the North Carolina Department of Health and Human Resources Records Retention and Disposition Schedule for Local Health Departments, found at <https://archives.ncdr.gov/documents/local-health-departments-schedule>.

- I. All parties to the contact agree to abide by all laws and regulations governing the confidentiality of patient information, and further agree to vigorously safeguard privileged information.
- J. All activities under this contract will be conducted in accordance with Title VI, Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and WIC Program rules, regulations and policies. No person shall, on the grounds of race, color, creed, marital status, national origin, political beliefs, sex or handicap be submitted to discrimination under the Program.
- K. The contract may be renewed annually upon the mutual agreement of both parties. Any renewal shall be negotiated 30 days prior to the beginning of the contract period.
- L. This contract may be amended upon the mutual agreement of the parties to the contract. All amendments shall be in writing and signed by both parties to the contract.

## SIGNATURES:

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Contractor

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Date

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Agency, Center, Department

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Date

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