

DATE: November 4, 2016
TO: Erin Melz, Public Health Supervisor
FROM: Pat Faulkner, MN WIC Program, State WIC Management Team
SUBJECT: WIC Advisory Group Chair – Attending the Annual NWA Conference

Liz Short, WIC Coordinator for the Aitkin County WIC Program, will be serving as Chair for the Minnesota WIC Advisory Group for the period of January 2017 through December 2018. In that capacity she also serves as the **local agency representative** for Minnesota WIC in the National WIC Association (NWA). As the local agency representative for Minnesota WIC in NWA, we ask that Liz attend the NWA Annual Nutrition & Networking Conference. This is a wonderful opportunity for Liz to learn from other WIC programs across the county, to hear from experts in the area of maternal and child nutrition, and to hear directly from the National WIC Director in USDA. Liz will be asked to share what she learns with the WIC Advisory Group at our July meeting and with the rest of our local agencies in a written summary that will be distributed in the WIC Wednesday Update. The details of the 2017 conference have not yet been finalized, but the conference always occurs in later spring, and is apparently tentatively planned to be in Philadelphia.

The MN WIC Program will cover Liz's travel expenses for attending the conference. Actual expenses will be *reimbursed* upon receipt of the WIC claim form. Expenses that will be reimbursed include:

- Airfare and associated expenses (e.g., baggage);
- Local travel (e.g., mileage to and from the airport; airport/hotel shuttle; parking, etc.)
- Lodging for the nights of the conference;
- Meal expenses incurred while in travel status, at the state reimbursement rate of: breakfast \$11.00/day, lunch \$13.00/day, and dinner \$20.00. Meals provided as part of the registration fee for the conference *are not reimbursed*.

Liz's time is *not* reimbursed, but should be covered by the WIC grant to the Aitkin-Itasca-Koochiching CHB.

Liz must complete and submit a *MN WIC Program Activity – Local Agency Expense* form with either original, or copied receipts. MDH WIC will reimburse the A-I-K CHB by increasing the WIC grant by the amount of allowable expenses.

We appreciate Liz's contribution to the MN WIC Advisory Group and her representing MN WIC local agencies in NWA. Please let us know if you have any questions – you can contact Pat Faulkner at 651-201-4402 or patricia.faulkner@state.mn.us

Cc: Liz Short, Aitkin County WIC Coordinator
Rekha Dixit, WIC Financial Analyst