

**Item Title:** Accept and Appropriate Funds for the WIC Program and Authorize 3.600 FTE

**Specific Action Requested:**  
That the Board of Commissioners:

- 1. Accepts and appropriates \$466,102 of federal revenue and expenditures in the General Fund from the North Carolina Department of Health and Human Services (NC DHHS), Division of Child and Family Well-Being (DCFV) for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); and**
- 2. Authorizes an additional 3.600 FTE in the General Fund in the Public Health Division of Health & Human Services to support the Women, Infants, and Children (WIC) Program.**

**Item Summary:**

**Purpose:** In accordance with the North Carolina Local Government Budget and Fiscal Control Act, the Board of Commissioners must approve all amendments that increase the budget for a fund.

**Background:** The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Program is designed to provide food to low-income pregnant, breastfeeding, and postpartum women and their infants and children until the age of five, and offer a combination of nutrition education, supplemental foods, breastfeeding promotion and support, referrals for health care, and breastfeeding peer counseling. The WIC Program has proven effective in preventing and improving nutrition-related health problems within its population.

Wake County was awarded \$4,054,092 for the WIC Agreement Addendum for FY2025, an increase of \$466,102 to the FY25 adopted budget for WIC of \$3,587,990. This increase is due to a policy change for the WIC program and will reoccur annually.

**Strategic Plan:** This action supports Community Health and Wellbeing Goal 4: By 2029, three out of four residents asked will indicate low barriers to accessing benefits and assistance programs and resources, such as food and utilities, childcare, employment services, housing, etc.

**Fiscal Impact:** The agreement provides an additional \$466,102 in federal funds in the Health and Human Services General Fund for the WIC Program for a total funding for fiscal year 2025 of \$4,054,092 to support temporary staffing and contractual services. There is no matching funds requirement.

**Additional Information:**

The Wake County Health and Human Services WIC Program aims to improve pregnancy outcomes, increase breastfeeding initiation and duration rates, reduce maternal and early childhood morbidity and mortality, and maximize the growth and development of children through improved nutritional status.

Funding for the WIC Program comes from the United States Department of Agriculture (USDA) to the Community Nutrition Services Section (CNSS) within the NC Department of Health and Human Services. The CNSS pays all WIC Program food costs directly and reimburses local agencies monthly for their program operation costs. The CNSS uses a per participant funding formula to establish the funding allocations for local agencies. Based on their total allocation, local agencies must submit a projected annual budget for each program activity. Budgets for local agencies are submitted with their WIC Agreement Addendum and budgets for non-local agencies are submitted prior to their contract being developed for the next contract period.

This funding increase will enhance the WIC Program’s ability to continue to provide supplemental nutritious foods, nutrition education, and referrals to health care for low-income persons during critical periods of growth and development.

A portion of the additional WIC funds will be used to convert 9 part-time positions into full time positions. Full time positions will create more stability for the program because there is less staff turnover for full time positions, and they are easier to recruit. The remaining additional funds will be used for temporary and contract services.

<b>Position Description</b>	<b>Pos ID</b>	<b>Current Authorized FTE</b>	<b>Current Personnel Cost</b>	<b>Additional FTE</b>	<b>Additional Cost</b>	<b>Revised Total FTE</b>	<b>Revised Total Cost</b>
Breastfeeding Peer Counselor	00530	0.50	38,625	0.50	38,625	1.00	77,249
Breastfeeding Peer Counselor	04762	0.75	52,677	0.25	17,559	1.00	70,236
Medical Office Assistant	04703	0.50	33,949	0.50	33,949	1.00	67,898
Nutritionist	00485	0.50	40,634	0.50	40,634	1.00	81,269
Nutritionist	00483	0.80	60,202	0.20	15,051	1.00	75,253
Nutritionist	04581	0.50	38,932	0.50	38,932	1.00	77,864
Office Assistant	00503	0.85	64,747	0.15	11,426	1.00	76,172
WIC Client Coordinator	00513	0.50	35,617	0.50	35,617	1.00	71,234
WIC Client Coordinator	00515	0.50	35,367	0.50	35,367	1.00	70,735
<b>TOTAL</b>		<b>5.40</b>	<b>\$400,750</b>	<b>3.60</b>	<b>\$267,160</b>	<b>9.00</b>	<b>\$667,910</b>

<b>Budget Category</b>	<b>Cost</b>
Personnel	\$267,160
Temporary Services	\$123,942
Contractual Services	\$75,000
<b>Total Costs</b>	<b>\$466,102</b>

The table below displays the funding amounts the HHS Public Health Division has been awarded from NCDHHS to deliver WIC services over the last five fiscal years along with the assigned Monthly Base Caseload.

<b>Program</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
WIC DHHS Allocation	\$2,938,953	\$3,077,784	\$3,265,842	\$3,587,990	\$4,029,816
Assigned Base Caseload	14,569	15,332	18,012	18,012	20,230

The following table displays the staff vacancy rate for WIC over the past five years. The current vacancy rate for WIC is 3.2%

<b>Year</b>	<b>Rate</b>
2024 YTD	9.5%
2023	19%
2022	9.5%
2021	7.9%
2020	4.8%

**Attachments:**

1. FY24-25 Agreement Addendum – 403 NCDHHS WIC Agreement
2. FY24-25 Agreement Addendum – 403 NCDHHS WIC Amendment 1
3. Budget Memo FY 2025 – Human Services
4. Budget Memo FY 2025 – Personnel Ordinance Memo