

4617.0010 APPLICATION FOR WIC PROGRAM FUNDS.

An agency shall apply for WIC program funds according to items A to E.

A. An agency shall notify the commissioner in writing that it intends to apply for WIC program funds. The agency must submit the notice of intent on a format and by a date consistent with a notice of availability published under part 4617.0005.

B. After receiving an agency's notice of intent to apply for WIC program funds, the commissioner shall send to that agency an application form and instructions on how to complete the form. The instructions shall include a due date by which the agency shall submit the completed application form to the commissioner. The due date shall be no sooner than 30 days after the date the commissioner sends the application form and instructions.

C. An agency shall apply to administer the WIC program for a geographic area or a special population.

D. An agency shall submit an application form for WIC program funds no later than the due date specified in the instructions under item B. All applications must include the name and address of the applicant, must document that the applicant can meet the eligibility criteria under part 4617.0015, and must include all information requested on the application form that relates to the commissioner's consideration of the application under part 4617.0020.

E. If the commissioner determines that an application is incomplete, the commissioner shall request in writing that the agency submit the information needed to complete the application within 15 days after receiving that application. The commissioner shall not authorize an agency to administer the WIC program if it fails to submit the requested additional information.

Statutory Authority: *MS s 144.11; 145.891 to 145.897*

History: *14 SR 164; 29 SR 1202*

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