Northeast District WIC Meeting Minutes

February 23, 2018

1. Meeting began at 10:00 am at the Macon County Health Dept., with introductions from Gwen. She introduced the new NE district TA, Michelle Johnson, then Laura Thompson to provide invoice training.
2. Laura provided invoice training to the group.
3. Invoicing:
   1. Access to the invoice manual is accessible from the first screen when you are producing an invoice.
   2. When you are creating an invoice it is important to use ***calendar month and year***, not fiscal month and year, this will cause an error in your invoice.
   3. Invoices must be in by the 10th of the month.
   4. Invoices must be produced in strict consecutive monthly order or this will cause issues with processing.
   5. There are 3 different invoice status:

-**Draft** status- can make changes while you are in the draft stage

-**Pending** status – Waiting for state approval

-**Final** status- State approved, should receive payment in a couple of weeks.

* 1. Information needed to fill out the top portion of the invoice will come from your LAP. If something needs to be changed or is not in the LAP you must contact your TA for approval prior to invoicing.
  2. When filling out an invoice in Draft status there are areas that are greyed out, these areas will need to be filled out in another tab.
  3. The recurring budget tab provides real time budget amount. This is only available in draft status. Once you have submitted the invoice for approval or it has been approved you can access the recurring budget in the admin. portion of screen.
  4. Be sure to click the Save invoice button periodically throughout the invoice process, this saves information you have entered. Doing this will also update remaining budget.
  5. There have been issues with the Personnel tab listing former staff. If this happens delete the invoice and re-enter. You may have to perform this 2-3 times for it to enter correctly
  6. If a staff member leaves mid-year, do not delete that person until the new fiscal year. If you delete them you will lose information from the past year.
  7. You may add personnel anytime throughout the year.

1. Information regarding more detailed invoice training and information is attached to the minutes. They were provided by Laura.
2. Following invoice training, Gwen asked the group if there were any other concerns or issues that needed to be discussed.
3. Many agencies stated they are having difficulty finding nutritionist in their areas. Different options were discussed to help with this:
4. Teleconferencing with other agencies.
5. Use of contract nutritionist
6. Meeting ended at 12:20pm:
7. Next meeting date was not set at this time. Discussed having a meeting in July on LAP. Decided to have agencies think about whether they would like to do this, and if so they will email Stacy dates that work for them.