

# memo

**DATE:** July 1, 2020  
**TO:** WIC Coordinators  
**FROM:** State WIC Staff  
**SUBJECT:** Finance Tracking for COVID-19 Expenses for WIC

During the last Local Agency call, a question was raised about COVID-19 expenses and the best way to track those expenses on the WIC monthly claim form.

**WIC COVID 19 expenses for which supplemental funding will be requested:** (refer to the [April 8, 2020 memo](#) for information), claim these on your monthly claim form using the option that works best for your agency:

1. Record COVID-19 expenses under the appropriate line item (e.g. WIC Supplies, Communication) on the monthly claim form and then describe the expense in “Remarks”; OR
2. Claim it in the “Other” (e.g., headsets for COVID-19 response) section.

**WIC COVID-19 expenses for which supplemental funding *will not* be requested:** use your regular WIC grant to cover these expenses (e.g. PPE) and submit on the monthly claim form. These expenses ***do not*** specifically need to be called out on the claim form as COVID-19 expenses. Claim on the form as your agency normally would.

Please make sure finance staff are aware of this. Remember if your agency is receiving other funds to cover COVID-19 expenses, only claim these expenses from one funding source. Contact your State WIC Consultant if you have further questions.