Memorandum of Understanding
Between
The Wisconsin Nutrition Education Program (WNEP), University of Wisconsin—Extension
and
The Wisconsin Special Supplemental Nutrition Program for Women, Infants and Children
(WIC), Division of Public Health, Department of Health and Family Services

Wisconsin WNEP and Wisconsin WIC have entered into this Memorandum of Understanding (MOU) in an effort to document and further enhance the collaborative programming efforts that exist and continue to develop for the ultimate purpose of benefiting the food security and nutritional status of the low income Wisconsin families who are eligible for the two Programs. This MOU and the collaborations between WNEP and WIC are in alignment with the Wisconsin State Nutrition Action Plan (SNAP).

I. PURPOSE

The purpose of this collaboration, as expressed in this Memorandum of Understanding, is to:

a. Increase and enhance referrals between the Programs thus benefiting low-income, eligible families
b. Enhance and improve the educational programming provided to participating families by developing and delivering relevant, consistent nutrition education messages and activities that involve both Programs
c. Demonstrate that the WIC Program is the lead agency in breastfeeding activities for low income families with WNEP collaborating to enhance and supplement those activities wherever possible
d. Reduce Program costs by collaborating on selected educational materials and training/professional development opportunities for staff of both Programs
e. Foster collaboration and planning between the two Programs such that unintended duplication is avoided, gaps in educational programming are minimized, and needs of Program participants are met in the most efficient manner possible
f. Increase and enhance referrals to the other services to which each Program is administratively connected, for the purpose of enhancing the overall health and welfare of lower income Wisconsin families.

II. BACKGROUND

The Wisconsin Nutrition Education program (WNEP) is part of University of Wisconsin-Extension—an outreach and education institution with the University of Wisconsin. UW-Extension offers educational programs in each county of Wisconsin, extending the knowledge and research of the University to all of the residents of the state. As a part of UW-Extension, WNEP has connections to research, knowledge and program expertise on a wide range of topics and issues of importance to low income families including parenting education, family financial management and family care-giving in addition to nutrition education.

WNEP is made up of two federally-funded nutrition education programs for low-income families and individuals:
The Expanded Food and Nutrition Education Program (EFNEP) reaches low income families and children through series of lessons on nutrition, food resource management and safe food handling. EFNEP is in six Wisconsin counties, primarily in urban areas of the state.

Food Stamp Nutrition Education (FSNE) provides a variety of nutrition education programs to FoodShare eligible families, senior adults and children. FSNE works in collaboration with hundreds of agencies and local programs to reach FoodShare eligible residents in 64 Wisconsin counties (during FY08).

The Wisconsin WIC Program is part of the Division of Public Health (DPH) in the Department of Health and Family Services (DHFS). The mission of DPH is to promote the health and well being of Wisconsin citizens and visitors through programs which encourage positive and healthful lifestyles and identify preventive and remedial actions to eliminate, correct, and/or alleviate diseases and health hazards. As part of DPH, the WIC Program is connected to the Immunization Program, Childhood Lead Poisoning Prevention Program, Medicaid (including HealthCheck and Prenatal Care Coordination), Badger Care Plus, and other services/programs.

The WIC Program is designed to assist lower income pregnant and postpartum breastfeeding and non-breastfeeding women, infants, and children less than five years of age who have one or more nutrition risk factors meet health outcome goals for their lifecycle stage. Individualized WIC nutrition assessments are the basis for the provision of nutrition counseling and education, breastfeeding promotion and support (including breastfeeding peer counseling), supplemental nutritious foods, and referrals to medical/health, food/nutrition, and social services.

III. MUTUAL WIC and WNEP RESPONSIBILITIES
   a. While it is recognized that WIC has the primary responsibility for providing secondary nutrition education (i.e., education provided after certification/enrollment) to WIC participants, WNEP and WIC agencies will collaborate in providing secondary education at WIC sites as is practical and appropriate for both agencies. The topics, scheduling, and documentation of the education sessions will be jointly planned by both Programs, as appropriate.
   b. WNEP educational programming at WIC will reinforce WIC educational priorities and WIC counseling will reinforce nutrition messages delivered through WNEP.
   c. WNEP and WIC will communicate with each other regarding potential avenues for collaboration, issues of mutual concern, and evaluation results without violating confidentiality of clients.
   d. WNEP and WIC will collaborate with each other on development and sharing of selected educational materials, as needed, to accomplish mutually agreed upon goals.
   e. WNEP and WIC will collaborate with each other on selected training and professional development activities for staff of both Programs, within content areas of mutual interest.

IV. WNEP RESPONSIBILITIES

WNEP agrees to the following responsibilities under this MOU:
a. WNEP will refer potentially-eligible families or women to WIC and other nutrition programs administered by DPH: The Emergency Food Assistance Program (TEFAP), WIC Farmers Market Nutrition Program (FMNP), and Senior Farmers Market Nutrition Program (SFMNP).

b. WNEP will employ one UW-Extension specialist whose responsibilities include providing support for WNEP nutrition educators who provide basic breastfeeding education and support.

c. Breastfeeding education that is provided by WNEP will be in collaboration with WIC, with WIC as the lead agency for breastfeeding activities for low income families.

d. WNEP will not, without the informed written consent of the WIC participant, disclose personally identifiable WIC participant information to other providers, programs or agencies except to the extent that: a) the additional disclosure is for the purpose of accomplishing the eligibility and outreach services specified in this MOU and is otherwise allowed by laws, or b) as applicable, the additional disclosure is required in accordance with the Wisconsin Open Records Law, s. 19.31, et seq., Wisconsin Statutes. WNEP will obtain the informed written consent of the WIC participant, or the person legally authorized to give consent on behalf of the WIC participant, before disclosing or releasing any other personally identifiable information about the WIC participant.

V. WIC RESPONSIBILITIES

The WIC Program agrees to the following responsibilities under this MOU:

a. WIC will refer WIC clients who are FoodShare eligible and/or recipients and would benefit from the education provided by WNEP and/or other UW-Extension programs, as appropriate.

b. As allowed by WIC Policy 10.41 (Confidentiality), WIC Project staff may disclose individual client information, such as names, addresses, telephone numbers, and manual or computer-generated or extract files of WIC participants to appropriate WNEP providers for the purpose of determining eligibility for the program or for further services, or for outreach. Client information disclosed will be limited to the purpose of the disclosure.

c. WIC will recruit WIC clients and provide space for WNEP educators to provide secondary nutrition education for the purpose of combining nutrition education and recruiting clients who are FoodShare eligible and/or recipients to participate in WNEP.

d. WIC will employ a State WIC Breastfeeding Coordinator and a Breastfeeding Peer Counselor Coordinator whose responsibilities include providing statewide leadership in the promotion and support of breastfeeding for Wisconsin residents.

e. WIC will provide breastfeeding training or materials on basic breastfeeding education to WNEP staff, as appropriate; e.g. Breastfeeding Update, Joint Conferences.

VI. DURATION OF THIS MEMORANDUM OF UNDERSTANDING

This memorandum may be terminated at any time. Either party may terminate this memorandum by providing written notice to the other party. The memorandum may be amended in writing at any time by mutual agreement of the parties. This memorandum remains in effect until terminated or amended in accordance with this provision.
VII. SIGNATURES

_________________________________   __________________
Sheri Johnson, Ph.D.      Date
Administrator and State Health Officer
Wisconsin Department of Health and Family Services
Division of Public Health

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Richard Klemme, Ph.D.
Interim Dean and Director
Cooperative Extension
University of Wisconsin-Extension

6/2/08                                                        5/27/08