



Policy 100 – Organization: How to Use the Oregon WIC Policy and Procedure Manual (PPM)

Revised April 1, 2026

Policy

The Oregon WIC Policy and Procedure Manual (PPM) supports state and local operations to provide clear information, guidance, and ensure compliance with federal regulations.

Purpose

To help state and local staff navigate the PPM, understand format of individual policies, and understand the policy update process.

Relevant Regulations

7 CFR §246.4—State plan

Definitions

WIC Policy Updates (Release Notes): The notice sent to WIC Coordinators and other local agency staff after each policy release to explain changes.

WIC Policy Update number: The unique number each WIC Policy Update has for tracking. The format is YYYY-##, where YYYY is the year and ## is the update number (for example, the first update for 2026 would be coded 2026-01).

Procedure

1. How to find a policy

- 1.1 You can find the Oregon WIC PPM on the Oregon WIC Program web page: [Policy and Procedure Manual](#).
- 1.2 The PPM is organized into sections. Each section has its own number range with related policies under each section.
- 1.3 Each policy has a number and a name. The policy number comes first and shows which section the policy belongs to. For example, Policy 320—Fiscal Review of Local Programs is in section 300, Fiscal Services.

2. Overall organization

- 2.1 PPM Sections and Assigned Number Ranges:

Sections	Assigned number range
Introduction	100
State Operations	200
Fiscal Services	300
Local Operations	400-500
Certification	600
Nutrition Services	700
Nutrition Education	800
Data Systems	900
Vendor	1000
Farm Direct	1100

3. Policy format

- 3.1 Policies have a format designed to make them easy to use and reference. The top of each policy has the policy number, policy title, and policy release or revision date.

Page numbers

- 3.2 Each policy starts with page 1. The page number is placed on the bottom right corner and reads, for example, Page 1 of 9 in a nine-page document.

Purple sections

- 3.3 Each policy includes some or all the sections below. Each of these sections have a bold, dark purple heading.

Policy: The main directive or rule.

Purpose: Why the policy exists. Helps state and local staff make decisions around program operations and meet federal and state rules and regulations.

Relevant Regulations: Federal regulations and state laws that apply to the policy.

Oregon WIC PPM References: Other Oregon WIC policies related to the policy.

TWIST Training Manual References: TWIST lessons related to the policy.

Appendices: Any attachments included with the policy.

Definitions: Key terms used in the policy explained, based on federal and/or Oregon WIC regulations or guidelines.

Background: Context or history behind the policy or procedure.

Procedure: Steps for carrying out the policy. Includes state and local responsibilities and notes if actions are required or recommended.

Special Considerations: Explains or clarifies situations that the policy or procedure does not directly address.

References: Information used to develop the policy and resources for more information.

Black numbered headings

- 3.4 Policies use black numbered headings to organize major topics within each purple section.

Gray subheadings

- 3.5 Gray subheadings break down those major topics into smaller points. They help staff quickly find important information.

Cross references

- 3.6 When a policy refers to another policy, it uses a ♦ symbol and the policy number. For example: “See ♦760—Medical Formulas”.

Other symbols

- 3.7 When a policy points to another paragraph within the same document, it uses a ¶ symbol and the paragraph number. For example: “See ¶7.0 of this policy”.

Appendices

- 3.8 Appendices are placed at the end of the policy document they belong to. Their pages continue the policy’s numbering sequence.

Forms staff can copy and use

- 3.9 Policies may include links to forms, sample letters, or information sheets. Local programs can use these for internal operations or to give to applicants or participants as handouts.

4. Oregon WIC PPM updates

- 4.1 The Oregon WIC PPM is the official guide for WIC operations in Oregon.
- 4.2 The state WIC program aims to review each policy in the Oregon WIC PPM at least every three years. Reviews may be done sooner if required by the United States Department of Agriculture (USDA).
- 4.3 To make sure you have the most current policies, visit the [Oregon WIC Policy and Procedure Manual page](#). This page always has the most up-to-date version. If your agency uses physical copies of the PPM, ensure they are updated as the electronic version is updated.

When policies are reviewed or revised

- 4.4 Each policy shows the date it was last revised at the top.
- 4.5 If a policy was reviewed but not revised, the Policy History section at the bottom will note the review date.

5. Quarterly WIC Policy Updates

- 5.1 Quarterly WIC Policy Updates explain recent changes to policies.

What's included in a WIC Policy Update

- 5.2 Each WIC Policy Update has:
- The name and number of all revised policies
 - A summary of changes
 - A list of policies requiring training

- The date of required implementation
- The issue date

5.3 Each WIC Policy Update is numbered for tracking. The format for numbering is YYYY-##, where YYYY is the year, and the ## is the update number. For example: a WIC Policy Update that went out in January of 2026 would be numbered 2026-01.

WIC Policy Update and Release schedule

5.4 WIC Policy Updates are scheduled four times a year—in January, April, July, and October—to align with the quarterly Oregon WIC Coordinator’s Association (OWCA) meeting.

5.5 The official Policy Release Date is the first week of the month. This timing allows the Nutrition and Local Services Manager (NLSM) to present updates at OWCA meeting and answer questions.

Notification

5.6 On the Policy Release Date, the NLSM sends an email to WIC Coordinators with the WIC Policy Update attached.

5.7 Local programs receive this email and a follow-up explanation is shared at the quarterly OWCA meeting.

Posting online

5.8 The WIC Policy Update and revised policies are posted online in the “WIC Policy Updates (Release Notes)” section of the [Oregon WIC Policy and Procedure Manual page](#).

6. Local program responsibilities

6.1 Local programs must follow all WIC policies and procedures and stay up to date with any revisions. To stay current, each local office must have a system that ensures operations reflect the latest changes in the Oregon WIC PPM.

What to do when you receive a Policy Update

6.2 When local agency staff get a Policy Update email, they should:

- Review the information to find out what changes the local program needs to make in operations or procedures.
- Let all WIC staff (and non-WIC staff, if relevant) know about the changes.
- Take steps to implement updates as needed in local agency operations.

Policy History

Policy History Table

Date	Revised, Reviewed, or Released
10/15/2018	Reviewed
04/01/2026	Minor Revision

The date at the top of the policy is the date of the most recent release. Policies become effective on the release date. Policy changes become compliance findings 6 months from the release date.

Major Revision: Policies with content changes that impact local agency functions. Please review all policies with major revisions. The Food and Nutrition Service (FNS) reviewed and approved these changes.

Minor Revision: Changes in policy that have small impacts on local agency functions. Minor edits, grammatical updates, clarifications, and/or formatting changes have occurred in these policies.

Reviewed: The policy was checked for accuracy. Minor formatting changes may have been made.

Date of Origin: Date policy was initially released.

If you need this in large print or an alternate format, please call 971-673-0040. This institution is an equal opportunity provider.