

SPIPA Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

Program Overview for Tribal Partners

Program Year 2027 · October 1, 2026 – September 30, 2027

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This is a consultation for the WIC program requesting tribal approval to proceed with the FFY27 application. Below you will find a description of the program, a breakdown of the anticipated budget, program/application requirements, and the next steps we are requesting from you to proceed.

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1. Abstract

Funding Agency	USDA Food and Nutrition Service (FNS). Administered in Washington by the State Department of Health (DOH). SPIPA operates as a local WIC agency under contract with DOH.
Program	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
Funding Type	Federal pass-through; local-agency contract (Nutrition Services & Administration)—level-funded continuation tied to caseload — not competitive.
Contract Amount	\$50,000 (FFY26 basis). FY27 continuation expected at a similar level.
Period of Performance	October 1, 2026 – September 30, 2027 (FFY27)
Application Due	September 1, 2026 (forecasted). Submitted by email to DOH.
SPIPA Project Lead	Debbie Gardipee-Reyes

Purpose

SPIPA runs WIC to provide nutrition support, education, and breastfeeding help to eligible Tribal families. This is an existing program. The FY27 application continues it at the current level with minor staffing updates — no new model is proposed.

Population and service area

WIC serves people who are income-eligible and at nutritional risk: pregnant, postpartum, and breastfeeding women; infants; and children up to age 5. SPIPA serves WIC-eligible Native families in the Tribal communities it covers.

Activities

- Certify eligibility (income and nutritional risk) and issue WIC food benefits (EBT).
- Provide nutrition education and counseling, and breastfeeding promotion and support.
- Develop individualized care plans for high-risk participants (RD-level care).
- Make referrals to health care and other services.
- Manage SPIPA's assigned caseload and meet DOH/FNS reporting and recordkeeping rules.

Program staffing (current setup)

The program runs on a small, blended team:

- **Certifier - part-time (0.38 FTE), paid by WIC.** Handles certification, eligibility, benefit issuance, and routine nutrition education.
- **Registered Dietitian - contract, about 240 hours (0.12 FTE).** Provides care for high-risk participants — the assessments and care plans that require an RD. Contract position, not a SPIPA employee.
- **Program Manager - not paid by WIC.** A SPIPA staff member supports day-to-day operations but is funded by another source and is not charged to the WIC contract. This leveraged support keeps the program running and is part of how SPIPA covers costs above the contract amount.

Participants and outcomes

Outcomes: maintain service to the assigned caseload, support healthy pregnancies and child nutrition, and sustain breastfeeding support.

2. Budget

WIC sits alongside SPIPA’s other nutrition and family services and shares outreach and referrals; existing staff and infrastructure support it.

The WIC contract is \$50,000. Projected FY27 costs run ~\$54,268 — about \$4,268 over the contract — with SPIPA covering the gap from local/leveraged resources. Main drivers: certifier salary and benefits (~\$29,114), the RD contract (~\$12,285), outreach, travel, supplies, and indirect at 16.4% (~\$7,646). No funder match applies to WIC NSA funds.

FY27 working budget (FFY26 basis).

SPIPA WIC — FY27 Budget Summary		FFY26 basis
WIC Grant Amount	\$50,000.00	
WIC Training Amount	—	
Total WIC Contract Amount	\$50,000.00	
WIC Staff Salaries	\$22,745.64	<i>Certifier, 0.38 FTE (\$1,861.78/mo)</i>
WIC Staff Benefits	\$6,368.78	<i>Certifier, 0.38 FTE, 28% rate</i>
Total Staff Costs	\$29,114.42	
Travel (non-training)	\$2,100.00	
Communication & Forms	\$500.00	
Office Supplies	\$300.00	
Marketing / Outreach	\$2,322.62	
Services Contracts	\$12,285.00	<i>RD contractor, 240 hrs (0.12 FTE) — high-risk cases</i>
Total Program Expenses	\$17,507.62	
Indirect (16.4%)	\$7,646.01	
GRAND TOTAL Projected Expenses	\$54,268.05	
Grant vs. Budget Variance	(\$4,268.05)	<i>Need exceeds award; cover with local funds</i>

3. Program Requirements

What operating the program involves:

- **Eligibility:** income-eligible and at nutritional risk — pregnant, postpartum, and breastfeeding women; infants; children up to age 5.
- **Allowable activities:** certification, benefit issuance, nutrition education, breastfeeding support, high-risk RD care, and referrals.
- **Compliance:** civil rights and participant confidentiality; follow WA WIC policy and federal FNS rules (7 CFR Part 246).
- **Reporting:** per DOH/WIC schedule; bill for services via A-19 invoices.
- **Recordkeeping:** maintain participant care plans and program records per DOH/FNS requirements; DOH monitors local agencies on a regular cycle.

4. Application Requirements

What's required at application:

- Updated budget worksheet and staffing.
- Submitted by email to DOH.
- **Due:** September 1, 2026 (forecasted).

Tribal Council Resolution

A Tribal Council Resolution is not a required component of the WIC application. However, under its own consultation and resolution policy, SPIPA still requests one from each participating Tribe. The resolution should cover:

- Action requested — authorize the Tribe's participation in SPIPA's WIC application.
- Funding amount and project period — Program Year 2027 (Oct 1, 2026 – Sep 30, 2027); about \$50,000 administered by SPIPA.
- Match or ongoing obligations — none. WIC requires no match.
- Authorized official designated to sign.
- Please return Tribal Resolutions before Friday, Jul 31, 2026.

Memorandum of Agreement

- As funds do not pass through SPIPA to the Tribes, an MOA is not required for this application.

5. Your Tribe's Checklist

What your Tribe needs to do, and by when. Details for each item are in the sections above.

What your Tribe needs to do	Due by
Confirm participation — reply to SPIPA with approval to proceed and/or if your Tribe is taking part.	<i>ASAP</i>
If your process requires it, pass a Tribal Council resolution and send SPIPA a signed copy.	<i>Your Timeline</i>