

## **Illinois WIC Program Policy Practice Standards (PPS)**

### ***Requesting Department Approval to Purchase Computer Equipment***

**April 2025**

Policy Practice Standards (PPS) assist staff in translating policy into practice. This guidance is intended to be used with the Illinois WIC Policy and Procedure manual; Administration section 3.2 to ensure equipment requests provide the necessary information for Department approval.

- 1) Computer equipment must be requested and approved in your current WIC grant budget. Approval of your grant budget does not give approval to purchase.
- 2) Department approval must be requested and approved before purchasing computer equipment. Request for funding in your WIC grant and completion of this request does not guarantee approval.
  - a) Ensure staff has adequate equipment to participate in training such as computers with microphones and cameras
- 3) Using the same specifications, obtain at least 2 price quotes for the needed equipment.
  - a) Refer to DHS Memo January 30, 2025, WIC Computer Requirements and Survey for minimum WIC Computer specs.
- 4) Draft a formal letter of request (see template below)
  - a) The letter should include:
    - i) What is to be purchased
    - ii) Why the equipment is needed
    - iii) What funds will be used for the purchase
    - iv) Which staff will use the equipment
    - v) If the cost is to be split across programs or used solely by WIC Staff
      - (1) If splitting explain how the WIC portion is calculated
    - vi) Reference to prices in the quotes and what the total cost will be
      - (1) please be sure it matches the quote
      - (2) if the lowest priced items are not selected provide justification
- 5) Submit the letter and quotes to your Regional Nutritionist Consult (RNC) for review via email. RNC will submit to Bureau Chief for approval.
- 6) If approved, the agency can procure the requested items and add them to the agency's WIC inventory. The approval letter should be kept on file along with the WIC Inventory.

## Agency Letter Head

Date

State WIC Director, Bureau of Family Nutrition  
Illinois Department of Human Services  
815/823 East Monroe Street  
Springfield, IL 62701

Dear WIC Director:

{Agency name} is seeking approval to purchase the following computer equipment with our FY {year} monies. This equipment is needed because {provide justification of need}. Our assigned caseload is \_\_\_ and we have \_\_\_ FTE staff.

These items will be/will not be used 100% by WIC staff (if not 100% please explain how the WIC portion was calculated). Two (or more) quotes were received (see attached) and {name of company} was selected because {provide reason}.

| Item Description   | Model/Serial Number | Unit Cost | Total Units | Total cost |
|--------------------|---------------------|-----------|-------------|------------|
|                    |                     |           |             |            |
| Shipping           |                     |           |             |            |
| <b>Grand Total</b> |                     |           |             |            |

Please let us know of any questions and we look forward to your approval.

Sincerely,

{Agency Staff Name / Title}

Enclosure (2):