

SECTION: Administration**SUBJECT: Continuing Education**

POLICY

The department reserves the right to require that continuing education be approved in advance.

WIC funds may not be used for college or graduate school tuition or expenses. Continuing education costs must be documented and comply with local agency policies.

The following items must be documented:

- Name and title of staff person
- Justification
- Date of program
- Title of program
- Location of program
- Total cost including fees

Retain a copy of the continuing education expense report.