

SECTION: Administration**SUBJECT: Submission of Local Agency reports****Federal Regulations:** §246.6; § 246.13 (j) and §246.25 (b)(1)(ii)**POLICY**

Submissions to the State WIC office are due as follows:

Report	Due Date
Audit report, prior fiscal year	Within 30 days of acceptance
Local agency Budget	June 1 of each fiscal year
Cost Accounting Time Studies	Quarterly
Local Program Plan/Evaluation report (Including outreach report and annual participant survey results)	September 30 th of each fiscal year
Expenditure report (Forms 1-B and 1-C)	20 th of each month