

# Closeout Procedures and Deadlines FFY 2024

08/28/2024

## Preparation for the end of the Federal Fiscal Year (FFY) 2024

In preparation for the end of the Federal Fiscal Year, September 30, 2024, we are providing guidance for the final reporting of WIC and Peer grant expenses. **Please forward this memo to fiscal staff that are responsible for monthly claims.**

## Submitting the September 2024 WIC Claim for Reimbursement

- **Submit only one September Claim for Reimbursement.**
- The claim is due **no later than December 20, 2024.**
- Expenses incurred in September can be included on the September claim form if they are paid before the form is submitted.
- September costs not claimed in September cannot be claimed in October.
- Allowable costs that were not previously claimed from a prior month may be included in September if the costs are in the appropriate federal fiscal year.
- A cost that includes September and October, for example a phone bill, can be claimed in either fiscal year. Be consistent and assure only 12 months are billed in one federal fiscal year.
- WIC staff time spent providing services for another program must be billed to that program. If WIC grantees charge costs to programs such as TANF, Child and Teen Check-up and or Family Home Visiting, they are not allowed to request reimbursement from WIC for the same costs, i.e., “double dipping.”

**Please report all direct WIC expenditures** even though reimbursement is authorized only up to your final grant award amount. Information regarding a final reimbursement will be communicated after all 2024 obligations have been paid. *Final reimbursement payments will occur in late January or early February 2025.*

**Agencies should review the [Federal Fiscal Year 2024 Local Agency Caseload and Funding](#)** to make sure that funding awards for the year are accurate and reflect the current funding level.

### Breast Pump Purchases:

**Include the Breast Pump expense on the monthly WIC Claim for Reimbursement form.** To request reimbursement, write “breast pumps” in the “Other” category and the amount in Column D, Breastfeeding Promotion.

### Peer Breastfeeding Support Program Claims:

- Peer program grantees must submit their final 2024 Peer Quarterly Claim for Reimbursement no later than **December 20, 2024.**
- Peer related expenses in excess of the peer grant award, can be claimed on your monthly WIC Claim for Reimbursement form.
- Peer Grantees should review the [MN WIC Peer Breastfeeding Support Program Grant Funding Awards](#) to make sure that funding awards for the year are accurate.

**For questions related to:**

- **Financial matters** – contact your State WIC Consultant or Tamara Edmundson at [tamara.edmundson@state.mn.us](mailto:tamara.edmundson@state.mn.us)
- **Breast pump purchases** – contact Rosie Pierce-Martin at [rosie.pierce-martin@state.mn.us](mailto:rosie.pierce-martin@state.mn.us)
- **Peer Program claims** – contact Tina Breitenbach at [tina.breitenbach@state.mn.us](mailto:tina.breitenbach@state.mn.us)
- **Submitted claims** – contact Amy Lee at [ames.lee@state.mn.us](mailto:ames.lee@state.mn.us).

**Reference – Complete Listing of Hyperlinks**

Federal Fiscal Year 2024 Local Agency Caseload and Funding

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/finance/casefundfy24.pdf>)

MN WIC Peer Breastfeeding Support Program Grant Funding Awards

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/finance/peerfunding.pdf>)

*Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, [health.wic@state.mn.us](mailto:health.wic@state.mn.us), [www.health.state.mn.us](http://www.health.state.mn.us); to obtain this information in a different format, call: 1-800-657-3942.*