The mission of the Family Health Services Division is to assure the availability of and access to preventive and protective core public health services for individuals and families by providing leadership in collaboration with communities and public-private partners.

The major focus of the Division is the support of families through preventive and interventive health and health support services, emphasizing reduction of infant mortality and support of families with children with special health risks or needs. The division has three Branches: Children with Special Health Needs, Maternal and Child Health Branch (MCHB), and the WIC Services Branch.

**WIC Services Branch.** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) is a $30 million USDA federally funded short-term intervention program providing nutrition counseling and food assistance for low-income pregnant and postpartum women and children up to age five. The program is designed to help establish good nutrition and health behaviors through nutrition education, breastfeeding promotion, a monthly food prescription allotment, and access to health and social services. WIC contracts with state Community Health Centers to provide services, resulting in greater integrated health service delivery. Along with income eligibility, all participants must be considered nutritionally “at risk.”

The following item on SA-1, Records Disposition Authorization, dated July 9, 1980, is hereby revised:

<table>
<thead>
<tr>
<th>NO</th>
<th>FORM NO</th>
<th>DESCRIPTION</th>
<th>YEARS OR PERIOD</th>
<th>RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>N-5</td>
<td></td>
<td>DEPARTMENT OF HEALTH Health Promotion &amp; Education Division Women, Infants &amp; Children Services Branch WIC Food Coupons/Vouchers</td>
<td>1980 - present</td>
<td>4 years from issuance of purchase order</td>
</tr>
<tr>
<td>N-6</td>
<td></td>
<td></td>
<td>1974 - present</td>
<td>4 years from close of case</td>
</tr>
</tbody>
</table>

Disposition: Transfer to State Records Center after close of calendar year; destroy after cited retention.

The following item is added:

WIC Client Records

Disposition: Transfer to State Records Center after close of calendar year; destroy after cited retention.

Administrator, Women, Infants & Children Services Branch

[Signature]

1. Record item No. N/A
2. Requested that Record item No. N/A
3. Will be preserved on microfilm in accordance with Section 15-61 Hawaii Revised Statutes.

For: Records Retention

[Signature]

[Stamp]

[Stamp]

1. I hereby certify that the records as listed, unless exceptions are noted below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: none

2. Items No. to be transferred to
   - [ ] State Archives
   - [ ] Archival
   - [ ] Continuation authorization

Date: 2/12/85

[Signature]

1. Disposition or other disposal, with exceptions indicated, approved.

[Signature]

Date: 2/12/85