**WIC – Head Start Data Sharing Agreement**

***Instructions for Submitting a Data Request***

**State WIC contact for requesting data:**

Craig Wallachy, WIC Data Team Lead

Craig.WALLACHY@oha.oregon.gov

(971) 217-5033

**Steps for requesting WIC participant data:**

Step 1: Create an excel spreadsheet with the following information:

* Name of Head Start participant(s)
* Date of birth
* WIC ID number (if available)
* Center (optional)

Step 2: Request a secure email from Craig Wallachy

* See Receiving Encrypted (Secure) Email Instructions

Step 3: Using the secure email, submit the excel spreadsheet to Craig Wallachy

**Please note:**

* Data requests may take up to 10 working days to process
* Data requests for WIC participants not enrolled in your Head Start program for the purpose of Head Start outreach require preapproval by the State WIC Program and your local WIC coordinator. Contact Mary Rhode Mary.RHODE@oha.oregon.gov, State WIC Head Start Liaison, for more information.