

# Using Locally Owned Computers with WIC

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Some WIC agencies choose to use locally owned computers with the WIC information system. The State's preference is for agencies to have either all State-owned computers for WIC or all locally owned computers. There are a few considerations when deciding to use locally owned computers. This document is intended to provide a summary of those considerations and the main responsibilities of the Local Agency when using locally owned computers.

- The current WIC Information System, HuBERT, requires software installation to run the application. In 2024, Minnesota WIC will move to a browser-based application called WINNIE.
- The State provides the following hardware to all local agencies: card readers, signature pads, and portable scanners.

## Minimum Specifications & Requirements

- To run HuBERT/WINNIE, locally owned computers must meet the following minimum hardware specifications:
  - Windows 10 (HuBERT or WINNIE) or Windows 11 (**WINNIE ONLY**)
  - Microsoft Office Suite 2016 or later
  - Processor: 4 cores minimum, 2.2 gigahertz (GHz) or faster processor
  - RAM: 8 gigabyte (GB)
  - Hard disk space: At least 30 GB For WINNIE
  - Graphics card: DirectX 9 or later with WDDM 1.0 driver
  - Display: 1024x768
  - Adequate space for HuBERT (500 MB) and .NET 3.5 installations
  - .NET 3.5 or higher is required to operate the HuBERT/WINNIE program
  - An updated anti-virus package is required
  - In WINNIE, SWIPe is required to use the card reader, signature pad, and scanner. *(A link to this software will be provided by the State Office prior to beginning WINNIE rollout.)*
- All locally owned hardware must meet the minimum specifications. The Local WIC Agency is responsible for testing HuBERT/WINNIE and all state-provided peripherals (signature pad, eWIC card reader, scanner) for compatibility with any new hardware that is purchased.

- Any computer imaging and non-WIC software support will be provided by Local IT and must be tested to ensure it does not interfere with HuBERT or WINNIE.
- To ensure data security is maintained properly, temporary files in the Downloads folder MUST be deleted after 1 day and deletion of files in the Recycle Bin should be set to no more than 30 days. The State has provided a script to automate these deletion processes, or a process can be developed locally.
- All laptops and portable computing devices will be required to run auditable full disk encryption software.
- HuBERT and WINNIE currently require TLS 1.2.

## Help Desk Support

- The State will provide a Help Desk call line for the HuBERT and WINNIE applications and any State-provided hardware. When WIC personnel are using locally owned computers, the Help Desk is only able to respond to HuBERT and WINNIE software related questions for the computer.
  - Hardware maintenance and support for the computer will be provided by Local IT. Note: tablets, touch screens, and pen devices do NOT work with HuBERT.
- Hardware support requests for locally owned computers must be responded to by local IT within the same day.
- Critical hardware replacement must be provided within 24 hours.
- If the computer is transferred to someone else within the agency not doing WIC work, the HuBERT application must be uninstalled.
- If the computer is transferred to another organization, the hard disk must be wiped of data or destroyed.

## WIC Policy

- Refer to [Minnesota Operations Manual \(MOM\) 9: Information System Operations](#) for additional policies concerning the security of the system.

## Local Agency Hardware Support Agreement

Once the decision is made to pursue locally owned computers for WIC, the Local Agency must complete the [Local Agency Hardware Support Agreement](#). This agreement outlines the requirements for using locally owned computers with the WIC system and requires signatures from both the WIC coordinator/manager and WIC Program administrator or IT Supervisor.

## Reference – Complete Listing of Hyperlinks

Minnesota Operations Manual (MOM)9: Information System Operations  
(<https://www.health.state.mn.us/people/wic/localagency/mom.html>)

Local Agency Hardware Support Agreement  
(<https://redcap.health.state.mn.us/redcap/surveys/?s=DK4EWNEPCKXKRXP>)

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