



Arizona WIC Program Local Agency Review

REVIEWER: _____

DATE: _____

AGENCY: _____

SITE HELD: _____

| | | Comments | Policy |
|--|--|----------|---|
| ADMINISTRATION | | | |
| Federal Regulations | | | |
| WIC Program Manual | | | |
| LOCAL AGENCY POLICIES & PROCEDURES | | | |
| Mailing of Food Instruments <ul style="list-style-type: none"> ✓ Are FIs mailed? ✓ What are the procedures? ✓ Are mailed FIs documented? | | | |
| Breastfeeding <ul style="list-style-type: none"> ✓ Breast pump loan/release | | | |
| Caseload Management including Outreach Plan <ul style="list-style-type: none"> ✓ Designated staff member responsible for outreach ✓ Outreach efforts to target the homeless/migrants ✓ Outreach efforts to target eligible women in their first trimester ✓ Efforts coordinated with other centers to eliminate barriers ✓ Integration with community health / social services | | | 246.11(d)(2) Ch. 6 Sec. A 246.7(b)(5) 246.7(a) |
| Nutrition Risk Protocol <ul style="list-style-type: none"> ✓ High Risk ✓ Nutrition Education Care Plans ✓ RD and/or Nutritionist visits all locations | | | Ch. 7 Sec. D |
| Separation of Duties <ul style="list-style-type: none"> ✓ More than 1 person clinics ✓ 1 person clinics | | | Ch. 5 Sec. F |
| Conflict of Interest <ul style="list-style-type: none"> ✓ Current signed by all staff (required upon hire and annually thereafter) | | | |
| Confidentiality statements <ul style="list-style-type: none"> ✓ Current signed by all staff required upon hire and annually thereafter) | | | |
| Contacts for Missed Appointments | | | 246.7(b)(5) |

√ = Complete, done correctly

N/A = Not applicable

X = Incorrectly done or not done



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| | | | |
|---|--|--|------------------|
| Media Contact Policy | | | |
| American's with Disabilities Act Policies including <ul style="list-style-type: none"> ○ Accommodations ○ Translation Services <ul style="list-style-type: none"> ✓ Foreign language ✓ American Sign Language ✓ Hearing Impaired ✓ Visually Impaired | | | |
| Policy for Reporting Child Abuse | | | |
| Milk Policy (for 2% or Whole Milk) | | | |
| Lost or Stolen Food Instruments <ul style="list-style-type: none"> ✓ Reporting ✓ Follow-up | | | |
| Food Instrument Voids <ul style="list-style-type: none"> ✓ Storage ✓ Void Report reconciled and verified by supervisor weekly ✓ Separation of duties | | | Ch. 5 Sec. J |
| FI Stock Inventory System <ul style="list-style-type: none"> ✓ Logged upon receipt ✓ Maintained, balanced, and verified by a supervisor (initials) ✓ Separation of duties | | | Ch. 5 Sec. F & G |
| Control of Keys <ul style="list-style-type: none"> ✓ Who has keys, and how is control of keys maintained – issuance/copying/location/access? | | | |
| Adequate Staffing Pattern <ul style="list-style-type: none"> ✓ Clinic staff meets needs of the community | | | Ch. 1 Sec. A |

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| LOGS | | | |
|---|--|--|--------------------------|
| Outreach Log (contacts within one year of review) | | | Ch. 6 Sec. C |
| Training plans for CNWs | | | |
| Procedures for prescriptions for special formulas/diets | | | Ch. 4 Sec. A |
| Perpetual food instrument inventory | | | Ch. 5 Sec. G |
| Discrimination/Civil Rights Complaints | | | |
| Waiting List (if applicable) <ul style="list-style-type: none"> ✓ Minimum required info: date of application, name, address, phone, category, EDC, DOB ✓ # people currently on waiting list ✓ oldest entry on waiting list | | | 246.7(f)(1) |
| CIVIL RIGHTS | | | |
| Staff receives Civil Rights training annually | | | |
| LA developed Outreach Materials (non-discrimination statement with same size font if stating benefits of WIC) | | | 246.8(a) Ch. 9 Sec. B |
| Appropriate (multi-lingual) materials | | | Ch. 9 Sec. B |
| LA Discrimination Log or File of Complaints received | | | 246.8(b) |

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