



Arizona WIC Program New Agency Review

REVIEWER: _____

DATE: _____

AGENCY: _____

		Comments	Policy
ADMINISTRATION			
Federal Regulations			
WIC Program Manual			
Lab Manual			
Anthropometric Manual			
LOCAL AGENCY POLICIES/PROCEDURES			
Mailing of Food Instruments			
Breastfeeding			
✓ Breast pump loan/release			
Caseload Management including Outreach Plan			246.11(d)(2)
✓ Designated staff member responsible for outreach			Ch. 6 Sec. A
✓ Outreach efforts to target the homeless/migrants			246.7(b)(5)
✓ Outreach efforts to target eligible women in their first trimester			246.7(a)
✓ Efforts coordinated with other centers to eliminate barriers			
✓ Integration with community health services			
Nutrition Risk Protocol			Ch. 7
✓ High Risk			
✓ Nutrition Education Care Plans			
Separation of Duties			Ch. 5 Sec. F
✓ More than 1 person clinics			
✓ 1 person clinics			
Conflict of Interest			
✓ Current signed by all staff			
Confidentiality statements			
✓ Current signed by all staff			
Contacts for Missed Appointments			246.7(b)(5)
Media Contact			

√ = Complete, done correctly

N/A = Not applicable

X = Incorrectly done or not done



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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 ✓ Braille ✓ TTY 			
Information Sharing <ul style="list-style-type: none"> ✓ Does LA share WIC data with any other agency/organization other than the State Agency? ✓ If yes, are State approved sharing agreements current? 			Ch. 14 Sec. C
Reporting Child Abuse			
Milk Policy (Whole or 2%)			
Lost or Stolen Food Instruments <ul style="list-style-type: none"> ✓ Reporting ✓ Follow-up 			
Food Instrument Voids <ul style="list-style-type: none"> ✓ Storage ✓ Stamped "void" immediately ✓ Void Report reconciled and verified by supervisor weekly ✓ Shredded ✓ 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"> ✓ Nutritionist visits all locations ✓ Clinic staff meets needs of the community 			Ch. 1 Sec. A

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LOGS			
Outreach Log			Ch. 6 Sec. C
Staff Training Logs			
Formula Sample Inventory Log (receiving and distribution)			Ch. 4 Sec. F
Prescriptions for special formulas/diets			Ch. 4 Sec. A
Breast pump inventory and distribution list			Ch. 7 Sec. H
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			
Civil Rights Poster ("And Justice for All") posted			246.8
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
Multi-Lingual staff members to meet community needs			
Building Accessibility (ADA compliance)			246.8
LA Discrimination Log or File of Complaints received			246.8(b)
Clinic environment considers culture needs of participants with posters/handouts			246.11(b)(2)

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Materials Provided by the State
Federal Regulations
WIC Policy and Procedure Manual
WIC Policy Memos
Lab Manual
Anthropometric Manual
State Nutrition Education Care Plans
Sample Milk Policy
Conflict of Interest Policy
Confidentiality Policy
Product Order Form
**Other materials/technical assistance that may be needed will be provided

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