



**Arizona WIC Program
Chart Review**

Revised 06/2015

REVIEWER: _____

DATE: _____

AGENCY: _____

SITE: _____

	1	2	3	4	5
Participant Name and ID # (list)					
Category					
Certification					
Cert Start Date					
Cert Created By					
Family					
Address documented correctly					
Signature obtained for "No proof exists- ID/Address/Income" (if applicable)					
Income					
Adjunctive Eligibility documented (if applicable)					
Documentation of Income selected correctly (i.e. when "part. proof" is documented, adjunctive eligibility program is selected for documentation)					
Signature obtained for "Zero income, Forgot Documentation, or No Proof Exists" (if applicable)					
Medical					
Date (within 60 days of cert)					
Signature collected for Consent					
HGB – correct intervals for age and category					
WIC Codes					
High Risk Code(s)					
Were additional WIC Codes manually assigned?					
Care Plan/Nutrition Discussion					
Certification Contact Checked					
Nutrition Education Checked (if applicable)					

√ = Complete, done correctly

N/A = Not applicable

X = Incorrectly done or not done



WIC
Women Infants & Children
Arizona WIC Program
Chart Review

Care Plan/Referrals					
High Risk referred to nutritionist (appointment made)					
High Risk participant seen by nutritionist; if client missed appointment, were they rescheduled appropriately?					
Date of Appointment					
User Name of Nutritionist					
Food Package					
Infant (141/142) appropriate package; (Rx scanned or notes for powder)					
Notes					
Was the TGIF note completed on the date of certification?					
T (Tool)					
G (Goal)					
I (Information)					
F (Follow up)					
Is the TGIF note complete?					
Rights and Obligations Checked on date of certification					
Rules and Regulations on date of certification					
Education for 2 nd AR/Proxy (if applicable)					

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N/A = Not applicable

X = Incorrectly done or not done



NOTES:	
Participant Name and ID #	Explanation of Findings

√ = Complete, done correctly

N/A = Not applicable

X = Incorrectly done or not done