

ONSITE CHECKLIST

Name _____ LA Name _____ PE Date _____ Site Name _____

	Who/Date	COMMENTS	Authority
ADMINISTRATION			
Employee Conflict of Interest Statement			150-10
Employee Security Affidavits/staff credentials (WNA/DN/RD etc.)			140-20, 130-10, 130-90
National Motor Voter Act: Ensure voter preference forms are stored in a separate file and indicate NVRA services are provided.			700-06
CIVIL RIGHTS			
Civil Rights Poster (And Justice For All) USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992			510-10, 510-20
Appropriate multi-lingual materials and services?			510-30
Building accessibility to disabled?			510-30
LA produced materials contain nondiscrimination statement?			510-20
LA Discrimination Log to file and process complaints?			510-40
Work area allows for confidentiality?			120-10, NSS Standard 2
CUSTOMER SERVICES			
WIC signage present and hours of operations posted?			530-10
Nutrition services are provided by caring, competent, and customer-friendly staff?			NSS Standard 2
Site environment provides safety and security for participants and staff? Site environment supports efficient customer flow?			160-20, NSS Standard 2, 120-10.
Site environment promotes nutrition and health education and breastfeeding? There are no displays of formula and site provides a positive, supportive and private breastfeeding area?			NSS Standards 2 and 8
FACILITIES			
No Smoking Sign Posted?			160-10
Emergency Exits Posted in Visible/Accessible Area?			160-20
BREAST PUMP DISTRIBUTION			
Pump Distribution: log/storage/sanitation			600-10, 620-10
CERTIFICATION AND ADMINISTRATION			
Are participants issued VOCs for out-of-State transfers via ISIS?			250-10
FOOD INSTRUMENT (FI) DISTRIBUTION AND SECURITY & FMNP			
Voids: Where kept? Stamped "void" immediately? Shredded?			350-10
Separation of Duties - Check if appropriate for WIC FIs. Who does inventory, prints, issues, void reconciliation?			350-10
Printers placed to maintain security?			350-10
Checkstock - Restricted access to FIs. Restricted access to keys to FI storage areas.			350-10
Staff checks pre-printed FI # w/ the printed # (to avoid mismatch)			360-10
Staff checks the FI numbers against the FI log before issuing?			360-20
Check participant signatures (on FI log against their WIF)			360-20
Staff runs test print?			360-10
Staff Logging out of ISIS when away from terminal?			120-10
Mailing FIs, under what circumstances? Review LA's mailing procedures (may be verbal or written).			380-10
Farmers' Market Nutrition Program LA complies with the following requirements: <ul style="list-style-type: none"> • Secure storage of check booklets • Issuance of FMNP checks follows separation of duty procedures 		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N	800-41

