

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: Staff provides registration & declination forms?			700-06
CIVIL RIGHTS			
Civil Rights Poster (And Justice For All) including required contact information: Reference poster on WIC website. <i>refer to WPMs</i>			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, 7CFR246.26(d)
CUSTOMER SERVICES			
WIC signage present and hours of operations posted?			530-10
Site environment supports efficient customer flow? Nutrition services are provided by caring, competent, and customer-friendly staff?			NSS Standard 19 and 20
Site environment provides safety and security for participants and staff.			160-20, NSS Standard 19, 120-10.
Site environment promotes nutrition and health education and breastfeeding			NSS Standard 19
FACILITIES			
No Smoking Sign Posted?			160-10
Emergency Exits Posted in Visible/Accessible Area			160-20
HEALTH ASSESSMENT			
Breastfeeding Environment – Pump Distribution: log/storage/sanitation/ no displays of formula ; positive/supportive; private breastfeeding area.			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
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"/> I <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> I <input type="checkbox"/> N	800-41 (draft)

