PROGRAM COMPLIANCE MONITORING

ITEM: PROGRAM EVALUATION PROCESS

PURPOSE:
To ensure that local agencies (LA) understand and comply with federal, state, and local regulations, policies, and procedures.

POLICY:
Each LA’s clinical operations, fiscal management and food delivery systems must be monitored for compliance with state and federal regulations, rules and policies at least once every two years.

PROCEDURE(S):
I. Upon notification by the California Department of Public Health, Women, Infants and Children Division (CDPH/WIC) of a program evaluation visit, the LA must make available requested documentation including but not limited to: participant records, clinic hours of operation and schedule of activities, employee timesheets, formula logs, nutrition education materials, equipment inventory, etc.

II. The program evaluation (PE) includes:
   A. Advance notice.
   B. A letter from CDPH/WIC 45 days prior to the onsite visit which includes a self-assessment the LA completes and submits to CDPH/WIC by date specified in the letter.
   C. Follow-up letter 3 weeks prior to the onsite visit.
   D. Conference call between the PE team and the WIC Director.
   E. Entrance conference with the PE team, LA staff, LA WIC Director, and parent agency Director or designee.
   F. Onsite review and observation by PE team.
   G. Exit conference in which the PE team reviews any findings with LA staff, WIC Director and parent agency Director or designee.
   H. Letter of finding will be sent to the LA summarizing the findings of the PE team.
   I. The LA will prepare a corrective action plan (CAP) and submit it to CDPH/WIC within 60 days.

III. LA WIC Director must encourage the host agency’s executive director and other appropriate personnel to attend the entrance and exit conferences.
IV. Upon receipt of the letter of finding, the LA must submit a CAP as required within the 60 days. CDPH/WIC staff will review the plan and may request additional information or explanation from the LA.

V. The LA must maintain documentation of all corrective actions taken, technical assistance received, and training attended in accordance with its CDPH/WIC-approved CAP.

VI. CDPH/WIC may postpone a PE until the State budget is signed.

AUTHORITY:
7 CFR §246.19