

Task V: Food Instruments & Food Packages



- Prescribing
- Issuing
- Maintaining Food Instrument Security

List of Competency Evaluations for *Task V: Food Instruments & Food Packages*

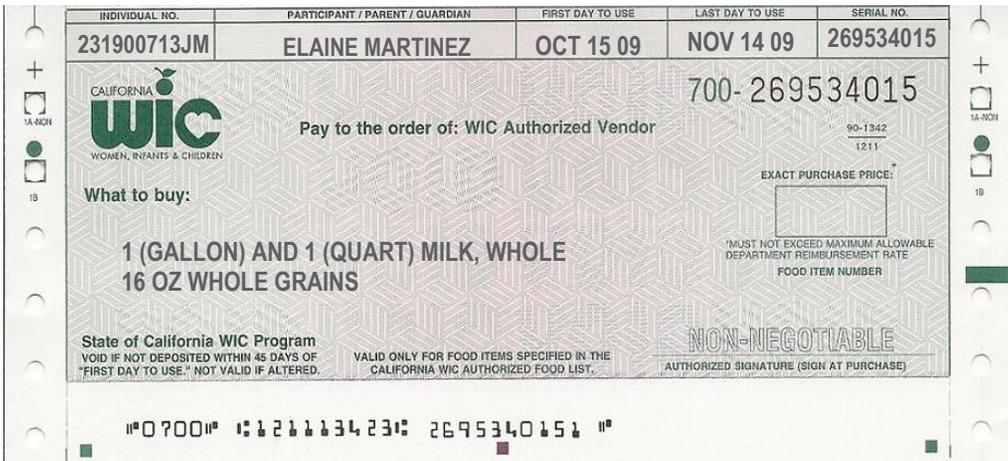
Candidate's Name: _____

<u>Competency</u>	<u>Participant Category</u>	<u>Page</u>	Reviewer's Initials	Date Review Completed
Candidate Assessment:	🌸 All Categories	1	_____	_____
	♥ Pregnant and Postpartum Women	7	_____	_____
	😊 Infants	8	_____	_____
Interview:	🌸 All Categories	9	_____	_____
Observation:	🌸 All Categories	12	_____	_____
	🌸 All Categories (preparing printer & printing)	14	_____	_____
	🌸 All Categories (maintaining FI security).....	16	_____	_____

Name & Title of Reviewer(s): *(please print)*

 *(Email (as scanned document) or mail this completed page to the State WIC Program)*

Task V: Food Instruments & Food Packages

CANDIDATE ASSESSMENT: All Categories	Outcome/Notes
<p>1. Using the sample Food Instrument (FI) below mark it up based on the following instructions</p> <ol style="list-style-type: none"> a. Circle and mark with a “1” the area showing the individual ID number. b. Circle and mark with a “2” the area showing the first and last date of use. c. Circle and mark with a “3” the area showing what foods and quantities can be purchased. 	
	<p style="text-align: center;"> <input type="checkbox"/> Incomplete <input type="checkbox"/> Complete </p>
<p>2. The WIC food list is based on federal regulations. Check (✓) the correct statements of why certain foods are on the WIC food list:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Foods are only well known or are a national brand <input type="checkbox"/> Foods are appropriate for the participant’s category <input type="checkbox"/> Foods are available in communities throughout the state <input type="checkbox"/> Foods must suit ethnic/cultural preferences <input type="checkbox"/> Cost <input type="checkbox"/> Nutrient composition <input type="checkbox"/> Foods are already in the diets of most WIC participants <input type="checkbox"/> Foods can be easily prepared using a microwave oven 	<p style="text-align: center;"> <input type="checkbox"/> Incomplete <input type="checkbox"/> Complete </p>

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CANDIDATE ASSESSMENT: All Categories	Outcome/Notes
<p>3. Refer to the Shopping Guide to complete the following activity. For each food item listed check (✓) the foods you CAN buy.</p>	
<p>a. CAN buy item for milk is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> One gallon nonfat milk <input type="checkbox"/> Half gallon 1% low-fat chocolate milk <input type="checkbox"/> Powdered nonfat or low-fat dry milk <input type="checkbox"/> Evaporated milk <input type="checkbox"/> Quart 1% reduced fat milk <input type="checkbox"/> Acidophilus milk <input type="checkbox"/> One gallon whole milk <input type="checkbox"/> Goat's milk 	<input type="checkbox"/> Incomplete <input type="checkbox"/> Complete
<p>b. CAN buy item for cheese is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individually wrapped mozzarella string cheese in a 16 oz. package <input type="checkbox"/> 8 oz. block of mild cheddar cheese <input type="checkbox"/> Low sodium Jack cheese <input type="checkbox"/> Longhorn cheddar cheese, 16 oz. block <input type="checkbox"/> 16 oz. of shredded Colby cheese <input type="checkbox"/> 16 oz. round of low-fat mozzarella cheese <input type="checkbox"/> Cheddarella blended cheese, 16 oz. <input type="checkbox"/> 16 oz. sliced American processed cheese 	<input type="checkbox"/> Incomplete <input type="checkbox"/> Complete
<p>c. CAN buy item for soy and tofu is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Half-gallon of shelf-stable Pacific Ultra Soy Plain <input type="checkbox"/> Half-gallon of refrigerated 8th Continent soy milk <input type="checkbox"/> Half gallon of shelf-stable Silk soy milk, plain <input type="checkbox"/> 16 oz. Azumaya silken, firm, & extra firm tofu <input type="checkbox"/> 14 oz. Nasoya Lite Teriyaki firm tofu 	<input type="checkbox"/> Incomplete <input type="checkbox"/> Complete

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CANDIDATE ASSESSMENT: All Categories	Outcome/Notes	
<p>3. (Continued)</p> <p>d. CAN buy item for whole grain is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 20 oz. of soft corn tortillas <input type="checkbox"/> 16 oz. of multi-grain bread <input type="checkbox"/> 18 oz. of Quaker old-fashioned oats <input type="checkbox"/> 16 oz. of long grain brown rice <input type="checkbox"/> 16 oz. of 100% whole wheat rolls <input type="checkbox"/> 16 oz. of whole wheat tortillas <input type="checkbox"/> 16 oz. of organic whole grain barley <input type="checkbox"/> 16 oz. of organic brown rice <input type="checkbox"/> 16 oz. of whole wheat pasta <p><i>* Refer to WIC Shopping Guide for specific allowable brands</i></p>	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
<p>e. CAN buy item for breakfast cereal is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 18 oz. of Multi-Grain Cheerios <input type="checkbox"/> 40 oz. of Quaker Life <input type="checkbox"/> 12 oz. of Western Family crispy rice <input type="checkbox"/> 15 oz. of Honey Bunches of Oats-Honey Roasted <input type="checkbox"/> 12 oz. of Sunny Select individual packets instant oatmeal, regular flavor <input type="checkbox"/> 28 oz. of instant grits <input type="checkbox"/> 14 oz. of 1 Cream of Wheat 	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
<p>f. CAN buy item for canned fish, eggs, peanut butter, and dry beans is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 15 oz. can of sardines in tomato sauce <input type="checkbox"/> Dozen carton of large, white duck eggs <input type="checkbox"/> Dozen carton of medium brown organic eggs <input type="checkbox"/> 18 oz. of Laura Scudder's natural peanut butter <input type="checkbox"/> 12 oz. super crunchy low sugar peanut butter, any brand <input type="checkbox"/> 16 oz. dry extra large lima beans <input type="checkbox"/> 16 oz. dry pinto beans from the produce section bin <input type="checkbox"/> Two 8 oz. packages of dried green split peas 	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete

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CANDIDATE ASSESSMENT: All Categories	Outcome/Notes	
<p>3. (Continued)</p> <p>g. CAN buy item for infants is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 4 oz. jar of organic beef and vegetables <input type="checkbox"/> 3.5 oz. or 4oz. 2-pack of stage 2 peaches <input type="checkbox"/> 8 oz. box of Gerber infant cereal, oatmeal <input type="checkbox"/> 2.5 oz. jar of turkey in broth 	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
<p>h. CAN buy item for juice is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 64 oz. bottled Juicy Maid orange juice, 100% juice on front label <input type="checkbox"/> 16 oz. Minute Maid lemonade frozen concentrate 120% Vitamin C on front label <input type="checkbox"/> 64 oz. bottle of organic apple juice <input type="checkbox"/> 11.5 oz. shelf-stable concentrate, apple-cranberry, 100% juice and 120% vitamin C on front of can <input type="checkbox"/> 12 oz. frozen concentrate, orange juice 100% juice with calcium and vitamin D added on front label 	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
<p>i. CAN buy item for fruits and vegetables is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Canned pineapple slices in juice <input type="checkbox"/> Canned organic cranberry sauce <input type="checkbox"/> A jar of pickled artichoke hearts <input type="checkbox"/> Canned organic tomato puree, plain <input type="checkbox"/> Frozen mixed vegetables in butter sauce <input type="checkbox"/> Frozen tater tots <input type="checkbox"/> Frozen organic berries <input type="checkbox"/> 3 pound bag of oranges <input type="checkbox"/> Bag of salad greens with croutons and dried cranberries <input type="checkbox"/> 24 oz. box of golden raisins <input type="checkbox"/> Fresh organic broccoli crowns 	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete

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CANDIDATE ASSESSMENT: All Categories	Outcome/Notes	
4. List all the required documents needed for a Proxy to receive the participant's FIs.	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
5. What makes the homeless food package different than a standard food package?	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
6. Define the term Double Issuance.	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
7. What are the two types of voids?	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete

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CANDIDATE ASSESSMENT: All Categories	Outcome/Notes
<p>8. A child turns 2 years old. How does the change affect the child's food package?</p>	<p style="text-align: center;"> <input type="checkbox"/> Incomplete <input type="checkbox"/> Complete </p>
<p>9. In what situations would you choose a non-standard food package? Check (✓) all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The special needs package contains foods associated with the participants family customs and eating habits <input type="checkbox"/> The participant who is pregnant requests soy milk and tofu <input type="checkbox"/> The participant has a medical need <input type="checkbox"/> The participant is homeless <input type="checkbox"/> The participant requests infant foods for her 4 month old and has a prescription from the pediatrician 	<p style="text-align: center;"> <input type="checkbox"/> Incomplete <input type="checkbox"/> Complete </p>
<p>CANDIDATE ASSESSMENT: All Categories COMPLETED</p>	<p>Date:</p>

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CANDIDATE ASSESSMENT: Pregnant and Postpartum Women <i>(Breastfeeding and Non-Breastfeeding)</i>					Outcome/Notes			
1. Fill in the amount of WIC foods each category receives in a standard food package. Not all foods are listed because the amounts are the same throughout the categories.								
Category	Lower Fat Milk	Yogurt	Cheese	Whole Grains	Dry Beans and Peanut Butter	Eggs	Juice (in ounces)	Canned Fish (in ounces)
Pregnant								
Fully Breastfeeding								
Mostly Breastfeeding								
Some Breastfeeding and Non-Breastfeeding								
CANDIDATE ASSESSMENT: Pregnant and Postpartum Women COMPLETED					Date:			

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CANDIDATE ASSESSMENT: Infants				Outcome/Notes	
1. What foods are included in the food packages for the following infants?				<input type="checkbox"/> Incomplete <input type="checkbox"/> Complete	
Fully Breastfeeding	Formula	Cereal	Meats	Baby Fruits & Vegetables	Fresh Fruits & Vegetables
0-3 months					
4-5 months					
6-12 months					
Combination or Formula fed	Formula	Cereal	Meats	Baby Fruits & Vegetables	Fresh Fruits & Vegetables
Up to 3 months					
4-5 months					
6-12 months					
9-12 months					
CANDIDATE ASSESSMENT: Infants				Date:	
COMPLETED					

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INTERVIEW: All Categories <i>(Reviewer asks the candidate questions)</i>	Outcome/Notes	
1. A participant walks in with a prescription for a therapeutic formula. What would you do?	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
2. What food package could an infant receive in the month of their first birthday if: a. It is before their birthday? b. It is on or after their birthday?	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete

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INTERVIEW: All Categories <i>(Reviewer asks the candidate questions)</i>	Outcome/Notes	
<p>3. What changes can be made in food packages to consider the special needs of:</p> <ul style="list-style-type: none"> ➤ Infants? ➤ Children? ➤ Women? 	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
<p>4. What is the difference between a “void” issued food package and a “change” issued food package.</p>	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete

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INTERVIEW: All Categories <i>(Reviewer asks the candidate questions)</i>	Outcome/Notes
5. Explain the steps to change an issued food package when a participant requests a different formula.	<input type="checkbox"/> Incomplete <input type="checkbox"/> Complete
6. How does a staff person maintain FI security?	<input type="checkbox"/> Incomplete <input type="checkbox"/> Complete
INTERVIEW: All Categories COMPLETED	Date:

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2 OBSERVATIONS	<i>Type of participant(s) (if appropriate)</i>	<i>Type of participant(s) (if appropriate)</i>	NOTES
For each observation, designate <i>Outcome</i> : <div style="display: flex; justify-content: space-between;"> ✓=complete 0=incomplete </div>	_____	_____	
OBSERVATIONS – Preparing for Food Instrument issuance in WIC MIS			
Complete two observations including at least one family with a combo-fed infant			
All Categories - Reviewer observes the candidate:			
1. Locates the appropriate WIC MIS menus and sub-menus.			
2. Verifies with participants the food packages they will receive.			
3. Observes candidate verifying appropriate Food Packages and/or making changes as necessary.			
4. Review's the WIC MIS record and assesses and/or removes individual holds as necessary.			
5. Reviews with the family any automatic changes to the FIs, such as infant to child package or WIC MIS adjustments to formula amounts.			
6. Makes changes to the food package(s) as necessary or by participant request.			
7. Assesses 'holds' as needed.			

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2 OBSERVATIONS For each observation, designate <i>Outcome</i> : ✓=complete 0=incomplete	<i>Type of participant(s) (if appropriate)</i>	<i>Type of participant(s) (if appropriate)</i>	NOTES
8. Gets alternate information from the participant.			
9. Selects appropriate person when sending FI to the print list.			
10. Promptly takes the WIF to the printing station.			
11. Makes entries and changes in WIC MIS as necessary for the following: <ul style="list-style-type: none"> a. Disqualification b. Participant category change c. Identifies alternates or proxies and verifies required documentation 			
OBSERVATIONS: All Categories COMPLETED		Date:	

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OBSERVATION	NOTES
Preparing the printer for FI printing and general printing.	
All Categories - <i>Reviewer observes the candidate:</i>	
1. Handles newly delivered check stock according to the rules of the agency.	
2. Keeps the printer area neat, organized, and filled with the necessary supplies.	
3. Can change, or knows how to change, the printer ribbon.	
4. Locates the daily void FI box, as necessary.	
5. Makes sure all voided FIs are marked VOID, either by the WIC MIS printer and/or by hand.	
6. Makes sure the signature log is ready before printing FIs.	
7. Loads checkstock in the printer and sets up the print job in WIC MIS.	
8. Logon and verify checkstock serial numbers before printing.	
9. Prints a test FI.	

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OBSERVATION	NOTES
Preparing the printer for FI printing and general printing.	
All Categories - <i>Reviewer observes the candidate:</i>	
10. Verifies the WIC MIS-generated/printed serial numbers match the preprinted FI serial numbers before they are given to the participant.	
11. Makes sure the name on the FI matches the family name on the WIF.	
12. Checks the participant's signature on the log against those on the WIF.	
13. Clears a paper jam correctly.	
14. Corrects WIC MIS-generated/printed vs. preprinted FI serial number errors.	
15. Recovers from print interruptions effectively; for example, paper jams, FI check reloads.	
OBSERVATION: All Categories COMPLETED	Date:

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OBSERVATION	NOTES
Maintaining FI Security	
All Categories - <i>Reviewer observes the candidate, in order to maintain FI security, does the following:</i>	
1. Disconnects checkstock both physically and in WIC MIS at end of each day.	
2. Gathers voided FIs and the signature log and puts them in the proper place.	
3. Secures checkstock at all times.	
4. Verifies the voided FIs match the printed void report according to the rules of the agency.	
5. Logs off the computer and turns it off according to the rules of the agency.	
OBSERVATION: All Categories Date: COMPLETED	