
SECTION: ADMINISTRATIVE POLICIES AND PRACTICES

SUBJECT: Program Compliance Monitoring

ITEM: Program Evaluation Process

Purpose

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

Policy

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

Authority

7 CFR 246.19

Required Procedures

- I. Upon notification by the state agency (SA) of a program evaluation visit, the LA shall 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 the SA 45 days prior to the onsite visit which includes a self-assessment the LA completes and submits to the SA by date specified in the letter;
 - C. follow-up letter 3 weeks prior to the onsite visit;
 - D. conference call between PE team and the WIC Director;

- E. entrance conference with PE team, LA staff, WIC Director, and parent agency Director or designee;
 - F. onsite review and observation by PE team;
 - G. exit conference in which PE team review their finding 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; and
 - I. the LA will prepare a corrective action plan and submit it to the SA within 60 days.
- III. LA WIC Director shall 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 shall submit a corrective action plan as required within the 60 days. SA staff shall review the plan and may request additional information or explanation from the LA.
- V. The LA shall maintain documentation of all corrective actions taken, technical assistance received, and training attended in accordance with its SA-approved corrective action plan.
- VI. The SA may postpone a PE until the State budget is signed.