

SECTION: CERTIFICATION

SUBJECT: Disqualification

ITEM: *Report of Dual Participation/Participant Abuse*



Policy

A local agency shall provide a written report of dual participation or participant abuse to the Program Integrity Unit in the WIC Branch regarding each incident of participant abuse or dual participation that involves improperly issued benefits. The local agency must do this within two working days in cases of Dual Participation, and within 10 days of detecting all other instances of suspected or actual program violation.

Authority for policy

7 CFR 246.7 (l)(1)(i)
7 CFR 246.12 (u)
7 CFR 246.23 (c)
22CCR 40679, 40683 (a)

Purpose of the CDPH 4476

This form serves to enable local agencies to report suspected or actual program violations to the WIC Branch. The WIC Branch is required to establish procedures designed to control participant violations, establish sanctions, prevent dual participation, and take follow up action. Also, the WIC Branch must document the disposition of all participant claims. This form enables the WIC Branch to receive information needed to meet these requirements.

CDPH 4476 completion procedure

Local agency staff shall:

- Identify all relevant participant names and ISIS ID numbers;
- Identify any corrective action(s) taken by the local agency, dates, and the date and name of the person in the WIC Branch who approved the action;
- Provide a detailed explanation of the program abuse (who, what, when, where); and
- Provide the name of the local agency and staff person completing the report.

Filing and Retention

A copy of each incident reported to the WIC Branch on Form CDPH 4476 should be kept on file in the local agency in order to recall the facts of the case and actions taken, in the event staff must later testify in court or a fair hearing. WIC program records must be retained for three years, or until all issues (related to any litigation, claim, negotiation, audit, or other action) are resolved, whichever is later.

Availability

Because the annual usage of Form 4476 will not be of sufficient quantity to stock in the warehouse in a cost effective manner, Form CDPH 4476 is available on the internet by accessing the Department of Public Health website at the following URL:

<http://www.cdph.ca.gov/programs/wicworks/Pages/WICForms.aspx>

Click on “CDPH 4476 (PDF).” The form may be saved to your local personal computer and completed later.
