

Subject: Disqualification

Item: Report of Dual Participation/Participant Abuse

PURPOSE:

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

POLICY:

- I. A LA must provide a written report of dual participation or participant abuse to CDPH/WIC Local Support Unit regarding each incident of participant abuse or dual participation that involves improperly issued benefits. The LA 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.

Local Support Unit

Phone: 1-(800)-852-5700

Email: WICABUSE@cdph.ca.gov

PROCEDURE(S):

- I. CDPH 4476 completion procedure:
 - A. LA staff must:
 1. Identify all relevant participant names and WIC MIS ID numbers.
 2. Identify any corrective action(s) taken by the LA, dates, and the date and name of the person in the CDPH/WIC who approved the action.
 3. Provide a detailed explanation of the program abuse (who, what, when, where).
 4. Provide the name of the LA staff person completing the report.
- II. Filing and Retention:
 - A. A copy of each incident reported to the CDPH/WIC on Form CDPH 4476 must be kept on file in the LA 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.

CERTIFICATION

WPPM #280-20.2

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AUTHORITY:

[7 CFR §246.7\(l\)](#)

[7 CFR §246.12\(u\)](#)

[7 CFR §246.23\(c\)](#)

[22 CCR §40679](#)

[22 CCR §40683](#)