

# WIC Site Review Checklist

**Reviewing Agency:**

(Check one)

 **State Agency**
 **Local Agency**
**Local Agency** \_\_\_\_\_ **Reviewer(s)** \_\_\_\_\_

<b>Item</b>	<b>*Items not applicable to Local Agency.</b>	<b>Status</b>	<b>Date</b>	<b>Comments</b>
*Forms Completed: 1) Prog Compliance Rev 2) Admin Compliance Rev 3) Personnel Record Rev 4) Case Record Rev				
<b>Local Agency (LA) MANUALS</b>				
WIC State Plan (available and up-to-date)				
Nutrition Risk Binder (available and up-to-date)				
Staff Training Manual on Breastfeeding/(Grow & Glow)/Training CDs				
<b>CIVIL RIGHTS</b>				
Civil Rights Poster (revised 9/2019)				
Nondiscrimination statement included on all Program materials distributed to the public				
Race/ethnicity data collected per State Plan				
Program information in appropriate language used. May include printed material and interpreters.				
LA operates in a nondiscriminatory manner				
<b>STAFF TRAINING</b>				
Training Log: required topics (date completed or scheduled)				
- Civil Rights				
- Anthropometrics (for applicable staff)				
- HIV (new employee only)				
- Breastfeeding				
- HI WIC Allowed Food List				
<b>FACILITIES</b>				
Building accessibility				
No Smoking and "Just Take One" Signs Posted				
National Voter Registration Act - Check Forms/Poster				
Space adequate				
Clinic setting provides privacy				
<b>NUTRITION ASSESSMENT AND EDUCATION</b>				
Weights correctly measured and documented?				
Length/Height correctly measured and documented?				
Anthropometric equipment adequate and calibrated?				
Appropriate Diet and Health Questionnaires used?				
Nutrition Assessment technique used meets requirements?				
Nutrition Ed/materials used meet State Plan requirements?				
Nutrition Education – technique used effective?				
Nutrition Education, groups (lesson plans/standard message)				
Complete Orientation provided to all initial certs?				
High-Risk protocols in place?				
Is clinic environment breastfeeding friendly?				
Breast Pump Loan per State Plan?				
Confidentiality protocols followed				

<b>CERTIFICATION AND ADMINISTRATION</b>	<b>Status</b>	<b>Date</b>	<b>Comments</b>
LA verifies the identity of applicant prior to enrollment and issuance of Food Benefits?			
Potential clients prescreened over the phone?			
Ineligible clients (over income) referred to other sources of assistance and notice of ineligibility given?			
Applicants informed of rights/responsibilities regarding participation in WIC?			
Eligibility criteria explained (category, proof of income, residency, ID, nutrition risk)?			
Food package individualized to participant's age & dietary needs			
At certification visits for children <2 y.o., LA screens infant/child's IZ status using a documented record and provides a referral to IZ services if needed.			
Screens clients for participation in other WIC clinics?			
Gave 15-day advance notice to participants of expiration of current certification?			
Follows correct termination process: <ul style="list-style-type: none"> <li>• Advised in writing of ineligibility?</li> <li>• Reasons for termination/ineligibility explained?</li> <li>• Participant advised of right to a Fair Hearing?</li> </ul>			
Participants informed of the availability of Verification of Certification (VOC) at certification?			
Participants with valid current VOCs receive food benefits immediately upon presenting their VOC at receiving LA?			
Separation of duties?			
<b>FOOD BENEFIT ISSUANCE</b>			
Excess eWIC cards are kept in a locked area with limited access?			
Cards locked up at end of day.			
Card log maintained and balanced?			
<b>SECURITY</b>			
Printers placed to maintain security?			
Staff logs out of HiWIC when away from terminal?			
Staff signed the Informational Technology form?			
Passwords and User ID's - on or near terminal?			
Passwords for terminated employees inactivated?			
Locks used when laptops are in use, and kept in locked area when not in use.			
Operational alarm system?			
<b>OUTREACH AND REFERRAL</b>			
Referrals consistently made and documented?			
Outreach activities documented?			