

NH WIC Management Evaluation Office Review Checklist/Documents

√	Administrative	Notes/follow-up required
	NH Policy & Procedure Manual _____ release _____ is available for staff	
	Local Agency(LA) Policy & Procedure Manual (if applicable)	
	Federal Regulations _____ version _____ is available for staff	
	State Agency Numbered Policy Memos	
	Time Study worksheets —individual staff worksheets for BFPC	
	Job descriptions (only new staff not included in most recent contract)	
	Staff resumes on file (only new staff not on in most recent contract)	
	Agency WIC/BFPC staffing attachment. [Org/Mgt. #4 Question]	
	Civil Rights training attendance and local agency procedure [Civil Rights #3 Question]	
	Conflict Resolution & Customer Service training attendance	
	Respect and Civility in the workplace training attendance	
	Agency website —How to request free language services	
	Agency website –Non-discrimination statement	
	Civil Right complaint log [Civil Rights #2 Question]	
	TOM Log (Training/Outreach/Meeting)	
	Outreach Plan — (TOM log) discuss progress [Caseload Mgt #1 Question]	
	LA outreach materials- check Non-Discrimination statement	
	Local Agency Referral sheet [Caseload Mgt #6 Question]	
	Local Agency WIC clinic schedule [Certification #4 Question]	
	Workplan goals and objectives-discuss progress	
	LA Conflict of Interest statement and policy if different from SA; signed annually [Certification #12 Question]	
	LA Confidentiality statement and policy including vendors if different from SA; signed annually. (Agreement-7/2015) [Certification #12 Question]	
	LA Separation of Duties policy if different from SA; signed annually. Review tracking log. [Certification #12 Question]	
	LA Computer security policy and procedure —passwords, log-on and logging off the network [Computer Security Maintenance #1 Question]	
	LA Remote Benefit Loading policy --standard situation used—procedures	
	Program Operations	
	Rights & Rules- Review manual signature report (Print report at SA)	
	No proof forms- review 5 files for documentation of self-declaration (0 income/identity/residency) from ME report ID#/ or NAME TO BE PROVIDED by the State Agency	
	Participants Found Ineligible/ Over-income – review 5 files for proper documentation from ME report ID# or NAME TO BE PROVIDED by the State Agency	
	Participant Suspensions/DQ – If applicable, review all files for proper documentation (Fran to print list) (view LA letter sent to participants) [Certification #8 Question]	
	Participant Warnings – review 5 files for proper documentation [Certification #7 Question]	
	eWIC card manual signatures (Print report at SA) ID#/ NAME TO BE PROVIDED by the State Agency	
	Mailed eWIC cards log- review documentation	
	Agency closure log (any large mailing in last 12m)	
	Computer Inventory, Maintenance Anti-virus software updates and Security log [Computer Security Maintenance #3 Question]	
	Updated Inventory Report to conduct physical inventory	
	Card Inventory/reconciliation/clinic issuance log [Food Delivery #5 Question]	
	List of Homeless facilities contacted with dates and document used [Caseload Mgt #7 Question]	

	Calibration of Scales (if not checked during clinic observations)	
	Authorized Store List [Food Delivery #1 Question]	
	All staff meeting agenda/minutes.	
	Nutrition	
	Nutrition Risk Criteria Manual	
	Training log for nutrition staff CEUs (TOM log)	
	Local Agency developed Nutrition Education Materials including newsletters, pamphlets, board display	
	FUN Second Contact Scripts [WIC Nutrition Services #3 Question]	
	Special formula documentation folder for WIC issued and/or Medicaid issued formula participants	
	Formula donation/destroyed log	
	Local Agency policy (if applicable) for outside agency's providing nutrition services/certification [Certification #9 Question]	
	Local Agency High Priority Procedure, if different from State Agency	
	Agency nutrition meeting agenda/minutes.	
	Breastfeeding	
	Electric Breast Pump follow up and tracking tool	
	Breastfeeding Inventory: Electric, Single User and Manual Pumps	
	Agency BF meeting agenda/minutes (if BFPC meetings separate agenda/minutes)	
	Breastfeeding Peer Counselor Cell Phone Agreement; signed annually	

Updated 06/2023