

**WEST VIRGINIA WIC PROGRAM SITE DESCRIPTION CHART**

(Due before July 1 each fiscal year)

<b>Complete a separate form for each site in the local agency</b>	
<b>Date:</b>	<b>Site Name:</b>
<b>Program:</b>	<b>Site Address:</b>
<b>Site Supervisor(s):</b>	<b>Local Agency Director:</b>
<b>Emergency Numbers</b> <b>Primary:</b> <b>Secondary:</b>	<b>Host Agency:</b>
<b>Current caseload at this site:</b>	<b>Date (month and year) of caseload:</b>
<b>Length of time at current site:</b>	<b>Name of Landlord:</b>
<b>Type of Facility:</b>	<b>Landlord's Phone Number:</b>
<b>Cost of WIC Budget:</b>	<b>Other costs associated with this site?</b>
<b>General Description of Site:</b>	<ol style="list-style-type: none"> <li>1. Is there privacy to determine eligibility?</li> <li>2. Is there privacy for counseling?</li> <li>3. Do staff collect heights and weights?</li> <li>4. Do staff collect blood work data?</li> <li>5. If answered "no" to any of the above questions, how will participants obtain this information free of charge?</li> </ol>
<b>Is the site accessible to physically challenged persons?</b>	<b>Are EBT cards, computers, and participant records stored at the site?</b> <b>If yes, is there an alarm system?</b> <b>If yes, does the office door lock?</b>
<b>Is there air conditioning?</b>	<b>Does the site meet state/local health codes?</b>
<b>Is the heating system adequate?</b>	<b>Is the site safe for small children?</b>
<b>Is the service area smoke-free?</b>	<b>Are maintenance services adequate?</b>
<b>Are staff restrooms separate from public restrooms?</b>	<b>Does the proposed site overlap with another program's service area?</b> <b>If yes, specify:</b>
<b>Describe parking situation for the site:</b>	<b>Describe how this site benefits your program participants:</b>
<b>Where is the nearest public transportation?</b>	

## WEST VIRGINIA WIC PROGRAM SITE DESCRIPTION CHART

### Proposed Days and Times of Operation

	<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>		<b>Friday</b>		<b>Saturday</b>	
	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>
<b>Hours site will be open for service</b>												
<b>Time computer will be put into communication mode</b>												

List the proposed staff (by position title) assigned to this site and their proposed work hours:

	<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>		<b>Friday</b>		<b>Saturday</b>	
<b>Staff Title</b>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>