

## **9.01 State Agency Review of Local Agency Program Nutrition Services**

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### **POLICY:**

The State Agency Monitor will evaluate and review the operations of each Local Agency to assure comprehension and compliance with Federal, State and local regulations, policies and guidelines.

### **PROCEDURE:**

#### **A. Frequency of Local Agency Program Review**

The State Agency Monitor will perform the review of the operations of each Local Agency a **minimum** of one (1) time every two (2) years and more frequently as deemed necessary.

#### **B. Functional Areas of the Local Agency Program Review**

Compliance with administrative and operation regulations will be monitored separately from compliance with clinical and nutrition related regulation policy and procedures. The review will consist of personnel interviews, observation and an examination of records, files and computer reports as requested by the State Agency Monitor in the following areas:

- < Eligibility and Certification
- < Nutrition Education and Breastfeeding Promotion and Support
- < Individual and Group Nutrition Education
- < Food Package Tailoring
- < Farmers Market Nutrition Program

#### **C. On-Site Review of WIC Clinics**

1. The State Agency will designate the WIC clinic(s) for the on-site review.
2. The number of WIC clinics to be reviewed will be twenty (20) percent of the total Local Agency WIC clinics.
3. The State Agency will use both **9.01, Attachment #1, Local Agency Program Review Nutrition Services Tool** and **9.03, Attachment #1, Local Agency Internal Review Form Nutrition Monitoring Tool** during an external monitoring review.
4. The date of the on-site review of clinics will be unannounced.

#### **D. Written Notification**

1. The State Agency Monitor will send written notification to the Local Agency a **minimum** of thirty (30) days in advance of a review to assure that appropriate Local

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Agency personnel and records are available. If at all possible, both nutrition monitoring and operations monitoring will occur in the same quarter.

2. Written notification will include a list of personnel to be available for interview and a list of the reports, records and files that the Local Agency must have available for review as needed.

**E. Entrance Interview**

The State Agency Monitor will conduct a mandatory entrance interview with the Local Agency Director at the beginning of each Local Agency Program Review to discuss the upcoming review and any issues which the Local Agency may wish to share with the Monitor.

**F. Exit Interview**

The Local Agency Director has the option to have an exit interview with the State Agency Monitor to discuss preliminary review findings. The interview may be in person or by telephone.

**G. Local Agency Program Review Report**

The State Agency Monitor will submit a written report to the State Agency Director and the Local Agency Director within thirty (30) days of the completion of the review. The report will address the findings of the review.

**H. Action Plan**

1. The Local Agency Director will submit a plan of corrective action to the State Agency within thirty (30) days of the receipt of the review report. The plan must include proposed actions and target dates to correct the findings.
2. The State Agency will review the action plan and notify the Local Agency in writing of the approval or disapproval of the plan within fifteen (15) days of receipt.

**I. Follow-up Review**

The State Agency Monitor will examine the Local Agency compliance with the action plan during a follow-up review of the Local Agency.

**REFERENCES:**

1. Federal Regulations 246.11, Nutrition Education
2. Federal Regulations 246.19, Management Evaluation and Reviews.

**ATTACHMENTS:**

1. Local Agency Program Review Nutrition Services Tool