

9.03 Local Agency Internal Review

POLICY:

The Local Agency will perform an internal review of Local Agency operations to assure comprehension and compliance with Federal, State and local regulations, policies and guidelines.

PROCEDURE:

A. Frequency of Local Agency Internal Review

The Local Agency will perform the internal review of each Local Agency WIC clinic a **minimum** of one (1) time every two (2) fiscal years. If a local agency site is being monitored by the state agency, the requirement for an internal review will be waived for that two (2) year period.

B. Functional Areas of the Local Agency Internal Review

The review will consist of personnel interviews, observation and an examination of records, files and computer reports as requested by the Monitor in the following areas:

- Evaluation of Management
- Eligibility and Certification
- Nutrition Education and Breastfeeding Promotion and Support
- Farmers Market Nutrition Program
- Individual and Group Counseling
- Caseload Management
- Civil Rights Compliance
- Food Package Tailoring
- Food Delivery Systems

C. Local Agency Internal Review Form

1. The Local Agency will use the State Agency's Internal Review Form (**see Attachment #1 and #2, 9.03**).
2. When the Local Agency performs the Internal Reviews, both **Attachment #1 and #2, 9.03** must be completed.

D. Completed Local Agency Internal Review

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1. The completed review forms will be kept on file at the Local Agency for a **minimum** of three (3) years and one-hundred fifty (150) days (or until any litigation, audits, etc. are resolved) following the date of the evaluation, along with a written summary of procedures implemented and the expected date of corrective action plan for any problems identified.
2. A copy of the completed review and corrective action plan must be submitted to the State Agency.

REFERENCES:

1. Federal Regulations 246.11, Nutrition Education

ATTACHMENTS:

1. Local Agency Internal Review Form, Nutrition Monitoring
2. Local Agency Internal Review Form, Operations Monitoring