

ADMINISTRATIVE CHART REVIEW FINDINGS

PARTICIPANT IDENTIFICATION DOCUMENTATION

- Participant chart has approved proof of identification.
- Proof of identification scanned is fully legible.

Reference: State Plan Chapter 5, Policy 5.1

AUTHORIZED REPRESENTATIVE IDENTIFICATION DOCUMENTATION

- Participant chart has authorized representative approved proof of identification
- Proof of identification scanned is fully legible.

Reference: State Plan Chapter 5, Policy 5.1

SERVED WITHIN TIMEFRAME

- An initial contact date must be recorded for all new participants, and the first appointment offered must be documented in the MIS. For pregnant women and migrant workers, notice must be given within 10 days (unless a request for an extension from the State is requested, received and documented – this extends the requirement to 15 days). All other applicants must be given notice within 20 days.

Reference: State Plan Chapter 5, Policy 5.1

INCOME ELIGIBILITY/ADJUNCTIVE ELIGIBILITY VERIFICATION

- Participant chart has approved proof of income on file.
- Zero income form used properly.
- Adequate proof of income on file (i.e. 30 days of income provided)
- Participant chart indicates adjunctive eligibility; and participant has been SIS'd for the current certification period, or provided proof of eligibility letter.
- Participant is exempted from proof of income requirements with tribal ID corresponding to issuing tribal agency and their reported income is not higher than the IEG. (If participant reports above, local agency to verify income eligibility with other proof).

Reference: State Plan Chapter 5, Policy 5.1.

END OF CERTIFICATION/INELIGIBILITY NOTICE

- Official notification of certification end and/or ineligibility is documented (not missing) in the participant chart.
- EOC issued at least 15 days before each certification end.

Reference: State Plan Chapter 5, Policy 5.4.

CONFIDENTIALITY/INTEGRITY

- Local agency staff maintains confidentiality regarding a WIC participant and/or family member verbally or in writing (i.e. participant's chart only contains information about that person).

Reference: State Plan Chapter 3, Policy 3.9.

RESIDENCY DOCUMENTATION

- Proof of physical residence on file; reservation programs may use mailing address.
- Proof of residence documented matches scanned documentation.
- Proof of residence scanned is fully legible.

Reference: State Plan Chapter 5, Policy 5.1

VERIFICATION OF CERTIFICATION (VOC) PROCESS

- Authorized VOC documents are scanned into the participants' chart.
- Required information is included in incoming VOC documents: name, certification date, and certification end date.

Reference: State Plan Chapter 5, Policy 5.3.
