

### **SCORED- REQUIRE CAP**

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#### **CERTIFICATION PROCEDURES**

- Residency
- ID
- Income

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#### **SERVED WITHIN TIMEFRAME**

- Appointment offered within correct timeframe
- Documented in MIS

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#### **VOTER REGISTRATION PROCEDURES**

- Forms available
- Assistance offered
- Disclaimer explained, signed and scanned

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#### **ANTHROPOMETRICS**

- Weighed correctly
- Measured correctly
- Sanitary
- Equipment accurate, checked, calibrated on schedule
- Explained to participant effectively

Discussion:

- ✓ Explanation of anthropometrics is not done correctly or efficiently
- ✓ If equipment needs maintenance, to be replaced and/or updated

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#### **BLOODWORK**

- On schedule
- Sanitary
- Correct technique

Discussion:

- ✓ If equipment needs maintenance, to be replaced and/or updated
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**FOOD PACKAGE**

- Explained effectively
- Options presented
- Specific to participant/tailored
- Redemption process explained

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**REQUIRED EDUCATION**

- Purpose and Benefits of program
- Substance abuse
- Breastfeeding (informed discussion with pregnant and breastfeeding women)
- Exit counseling

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**RIGHTS AND RESPONSIBILITIES**

- Read and signed by participant

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**TRAINING**

- New Employee Training attended by staff within first year of hire
- Staff have completed continuing education per policy
- Appropriate staff are attending State in-person training/conference(s)
- Staff Training Form is used to train and orient new staff

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**NUTRITION EDUCATION MATERIALS**

- Are handouts and other materials up to date information
- Reliable sources
- The information is consistent with WIC recommendations
- Is the information being explained to the participants

Discussion:

- ✓ If too much information is provided to the participant

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**PUMP PROGRAM**

- Pump Log completed
- Pumps issued according to the State Plan
- Follow-up on multi-user pumps

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**CIVIL RIGHTS**

- Posters displayed
  - Non-discrimination statement printed on outreach materials
  - Fair Hearing information
  - Complaint process
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**OUTREACH PLAN PROGRESS**

- Published press release annually
- Other Items specific to agency

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**BENEFIT MANAGEMENT**

- Locked
- Retained per policy

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**POSTERS/SIGNAGE**

- “We Accept” Decal
- Hours of operation
- Stores that accept WIC
- Non-Smoking facility
- Local Agency policies

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***NON-SCORED ITEMS- MAY REQUIRE CAP AT STATE DISCRETION***

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**CLINIC**

- Clean
- Safe
- Well-maintained

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**EMPLOYEE INTEGRITY**

- Not acting as a proxy for a participant
- Not printing for family members
- WIC employees do not have conflicts of interest

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**SEPARATION OF DUTIES**

- Person determining eligibility is not the same person issuing benefits

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**INCOME ELIGIBILITY GUIDELINES**

- Accessible/posted
- Current

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**NO-SHOW POLICY**

- High Risk/Migrancy follow up

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**CERTIFICATION VERIFICATION**

- Meeting participant needs
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**CLINIC SIGNAGE**

- Easy to find clinic(s)

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**SELF-MONITORING REVIEW**

- Clinics that were Tier1 during last monitoring cycle were required to do internal self-monitoring, results and process will be reviewed

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**VALUE ENHANCED NUTRITION ASSESSMENT (VENA)**

- Questions are being asked in an open ended manner
- Affirmation is being given
- Reflecting back/Summary
- Respectful dialogue
- Participant Centered