

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual
Notice of Revision



Date: 10/11/2022

Notice Number: 2022-12

<input type="checkbox"/> Volume 1	<input checked="" type="checkbox"/> Volume 2
Chapter: 6 – Monitors and Audits	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change: <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
If you have questions about this revision or wish additional copies, call or write:	
<p>Department of Health Washington WIC Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410</p>	

Explanation of Revisions:

- We updated the chapter to align with federal regulations and Cascades terminology.
- The chapter is approved by FNS and is final.
- This policy revision is effective November 1, 2022.

This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.



Volume 2, Chapter 6 – Monitors and Audits
Table of Revisions

Policy/Page	Revision	Comments
<p>Biennial Program Monitors p. 1 - 3</p>	<p>Policy</p> <ul style="list-style-type: none"> • Minor wording changes. <p>Procedure</p> <ul style="list-style-type: none"> • Added A, 1 Note: Use only participant ID numbers on documents to allow use of email. If documents contain more personal participant information, emails must be encrypted or sent using secure file transfer. If you use secure file transfer, you must email the state monitor staff to alert them files have been shared. • Added A, 8: link to Program Monitor web page. • Added B, 1 - 4: State WIC staff: <ol style="list-style-type: none"> 1. Work with agency to determine dates for monitor activities. 2. Will provide communication about monitor preparation. 3. Inform agency about areas of concern and findings at monitor exit debrief. 4. Provide a monitor report with corrective action plan. <p>Information: Added: All sites where WIC services are provided are subject to monitors.</p>	<p>Policy content and intent remains the same.</p>
<p>Completing Corrective Action Plan p. 4 - 5</p>	<p>Procedure</p> <ul style="list-style-type: none"> • Added 2, a & b: Related to the Corrective Action Plan (CAP). <ol style="list-style-type: none"> a. An approval communication will be sent if determined acceptable. b. A revision request communication will be sent if determined unacceptable. • Added 3, b, 2) and 3): <ol style="list-style-type: none"> 2) Provide a second progress report if findings are still unresolved. 3) Direct agency CAP to escalation process when needed. 	<p>Policy content and intent remains the same.</p>
<p>Subrecipient Agency Monitors p. 6 - 7</p>	<p>Policy</p> <ul style="list-style-type: none"> • Added <i>italicized</i> words: Contracted agencies with subrecipient contract 	

Volume 2, Chapter 6 – Monitors and Audits
 Table of Revisions

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	<p>agencies must monitor each subrecipient agency at least once every two years, or more often if <i>determined necessary by coordinator or requested by state monitor staff</i>.</p> <ul style="list-style-type: none"> • Added: Reference and link to the Completing Corrective Action Plan policy. <p>Procedure</p> <ul style="list-style-type: none"> • Added, A, 1 a): Regarding the plan for onsite monitor of subrecipient agencies: Review at the beginning of each FFY and revise as applicable. Share any updates with state monitor staff. • Added italicized words to A, 4: Conduct follow-up <i>validation</i> for implementation of CAP. 	
<p>Annual Local Agency Self-Evaluation p. 8 - 9</p>	<p>Policy</p> <ul style="list-style-type: none"> • Added: the following to the list of items the agency will document completion of: <ul style="list-style-type: none"> ○ Participant file and documentation review for each staff person <i>providing any WIC clinic services</i>. ○ Card Inventory and storage ○ Returned formula and food procedures tracking ○ Outreach activities ○ Billings, budget and expenditure report, and indirect rates. • Added: link to the WIC monitor webpage for tools. <p>Procedure</p> <ul style="list-style-type: none"> • Added A, 2: Must complete one staff observation for each staff including contractors who provide WIC services during participant interactions. An additional staff observation must be completed for each staff and contractor either by the coordinator, designated staff, or staff peer. • Added A, 3: Must review one chart per quarter per staff person, including contractors and peer counselors as applicable. Include all participant categories, high risk care plans, medical documentation, and breastfeeding support. 	

Volume 2, Chapter 6 – Monitors and Audits
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	<ul style="list-style-type: none"> • Added A, 6: Submit self-evaluation documents for the years requested by the state staff during the agency’s biennial program monitor. • Added A, 7: Keep all self-monitor documentation on file for four years. 	
<p>WIC Fiscal Monitors p. 10 - 11</p>	<p>Policy</p> <ul style="list-style-type: none"> • Added to the list: Sub-contract process, if applicable <p>Procedure</p> <ul style="list-style-type: none"> • Minor edits to align with policy. 	
<p>Single Audit Requirements p. 12 - 13</p>	<p>Policy</p> <ul style="list-style-type: none"> • Added: The audits should ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet agreement terms and conditions. The audits should also test the fiscal integrity of financial transactions and compliance with the terms and conditions of federal grants and other agreements. <p>Procedure</p> <ul style="list-style-type: none"> • Added H: All audits of program operations must be conducted in accordance with applicable federal regulations. • Added H, 1: Audit guidance for universities, hospitals, and nonprofit organizations is contained in OMB Circular A-133. • Added H, 2: Audit guidance for State and local governments is contained in OMB Circular A-128. 	