

Local Agency Name/Number:

Site Number(s) using Alternate 1:

Site Number(s) using Alternate 2:

PROCEDURE(S):

Alternate 1: Site with one staff person

- A staff person (an individual that has the authority to change an eligibility determination and not directly related to the certification) must conduct:
 - A post review of certification records for all infants receiving any amount of infant formula.
 - A post review of a 20 percent random sample of the remaining certification records within 2 weeks of the certification date.
- Documentation of the review must be maintained on file at the local agency for review during program monitoring visits.
- It is recommended that staff is rotated on a regular basis so that the same staff person is not the only one known to the participants.

Alternate 2: Site with multiple staff and only one staff performing all eligibility and certification functions, including issuing FIs at a time.

- Complete the justification section (page 2) to explain how the separation of duties requirement presents a hardship to the site.
- A staff person (an individual that has the authority to change an eligibility determination and not directly related to the certification) must conduct:
 - A post review of certification records for all infants receiving any amount of infant formula.
 - A post review of 20 percent random sample of the remaining certification records within 2 weeks of the certification date.
 - The WIC LA director or designee must conduct an additional review of 10 percent of each clinic's certification records every six months.
- Documentation of the review must be maintained on file at the local agency for review during program monitoring visits.

Submitted by:

Date:

Justification for Alternate 2

Instructions: Briefly explain how the separation of duties requirements presents a hardship to the site.