

ADMINISTRATIVE POLICIES AND PRACTICES WPPM 110-10

Subject: Program Compliance Monitoring

Item: Program Evaluation Process

PURPOSE:

To ensure that local agencies (LA) understand and comply with federal, state, and local regulations, policies, and procedures.

POLICY:

Each LAs clinical operations, fiscal management and food delivery systems must be monitored for compliance with state and federal regulations, rules and policies at least once every two years.

PROCEDURE(S):

- I. Upon notification by the California Department of Public Health, Women, Infants and Children Division (CDPH/WIC) of a program evaluation visit, the LA must make available requested documentation including but not limited to: participant records, clinic hours of operation and schedule of activities, employee timesheets, formula logs, nutrition education materials, equipment inventory, etc.
 - II. The program evaluation (PE) includes:
 - A. Advance notice.
 - B. A letter from CDPH/WIC 45 days prior to the onsite visit which includes a self-assessment the LA completes and submits to CDPH/WIC by date specified in the letter.
 - C. Follow-up letter 3 weeks prior to the onsite visit.
 - D. Conference call between the PE team and the WIC Director.
 - E. Entrance conference with the PE team, LA staff, LA WIC Director, and parent agency Director or designee.
 - F. Onsite review and observation by PE team.
 - G. Exit conference in which the PE team reviews any findings with LA staff, WIC Director and parent agency Director or designee.
 - H. Letter of finding will be sent to the LA summarizing the findings of the PE team.
 - I. The LA will prepare a corrective action plan (CAP) and submit it to CDPH/WIC within 60 days.
 - III. LA WIC Director must encourage the host agency's executive director and other appropriate personnel to attend the entrance and exit conferences.
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- IV. Upon receipt of the letter of finding, the LA must submit a CAP as required within the 60 days. CDPH/WIC staff will review the plan and may request additional information or explanation from the LA.
- V. The LA must maintain documentation of all corrective actions taken, technical assistance received, and training attended in accordance with its CDPH/WIC-approved CAP.
- VI. CDPH/WIC may postpone a PE until the State budget is signed.

AUTHORITY:

[7 CFR §246.19](#)