Subject: Program Compliance Monitoring

Item: Maintenance of Specific Program Records

PURPOSE:

To ensure that the local agency (LA) complies with all state and federal record retention regulations.

POLICY:

I. The LA is required to maintain full and complete records of WIC program operations.

PROCEDURE(S):

I. The LA is required to maintain program records (paper documents) that include, but are not limited to the following:

   A. Certification documents such as, self-declaration of income/address/identification, Rights and Responsibilities.

   B. Prescription for medically required formula.

   C. Ineligibility documents.

   D. Eligibility disqualification documents.

   E. Financial operations, including accounting records, reports, and source documents.

   F. Equipment and inventory-controlled non-equipment item purchases and inventory.

   G. Discrimination complaints and procedures.

   H. Fair hearing complaints/procedures.

   I. Personnel records for verification of properly credentialed staff (e.g., Registered Dietitians, Degreed Nutritionists, WIC Nutrition Assistant, etc.).

II. The LA is required to retain financial records and documents for a minimum of three years following the date of submission of the final expenditure report for the period to which the records pertain with the following qualifications:

   A. The record must be retained beyond the three year period of audit finding have not been resolved.

   B. Records of State property (Inventory/Disposition of CDPH funded Equipment) must be retained for three years after its final disposition.

III. The LA is required to have a written policy regarding record disposal that includes assurances that any records disposed must protect the identity and privacy of applicants and participants.

AUTHORITY:
7 CFR 246.25

CROSS REFERENCE
WPPM 120-10 Access to and Security of Confidential Information