

2016 WIC MANAGEMENT EVALUATION PROJECT FRESH REVIEWER'S TOOL

QUESTIONS				
Yes	No		Certification	Comments/ Explanation
		1.	Is the local agency following the State directive concerning categorical distribution of benefits? (Describe/review how clients are enrolled in Project FRESH.)	
			<ul style="list-style-type: none"> • pregnant women 	
			<ul style="list-style-type: none"> • breastfeeding women 	
			<ul style="list-style-type: none"> • children 	
			<ul style="list-style-type: none"> • postpartum women 	
		2.	Is each client provided information from MI-WIC on the location, dates and times of the authorized market/roadside stands?	
		3.	Are clients asked if they will use the benefits at the market/roadside stands before benefits are issued?	
		4.	Is each client instructed on the following?	
			a. authorized farmer sign	
			b. completion of the coupon or transaction at the market/roadside stand	
			c. coupon valid dates/expiration dates	
			d. cannot receive change	
			e. recommend that client spend entire coupon dollar amount at each farmer	
			f. authorized foods	
			g. lost/stolen/damaged policy	
			h. complaint procedures	
			i. client abuse policy	
Yes	No		Nutrition Education	Comments/ Explanations
		5.	What methods of nutrition education are offered to FMNP participants?	
			<ul style="list-style-type: none"> • handout 	
			<ul style="list-style-type: none"> • video 	
			<ul style="list-style-type: none"> • food demonstration(s) 	
			<ul style="list-style-type: none"> • WICHealth.org 	
		6.	Is the nutrition education documented for each client in MI-WIC?	
Yes	No		Civil Rights	Comments/ Explanations

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		7.	Does the agency display the USDA non-discrimination poster, “. . . And Justice for All” in a prominent place?	
		8.	Does the agency forward all complaints of discrimination to the USDA, Director, Office of the Assistant Secretary of Civil Rights? (12/2015)	
Yes	No		Recordkeeping and Accountability	Comments/ Explanations
		9.	When coupons are received by the local agency, are the numbers verified?	
		10.	Review the security of the coupons while at the local agency for the following: <ul style="list-style-type: none"> • Coupon daily use is sufficient 	Verify visually, even if season not in session
		11.	Are coupon “Inventory Control Logs” kept separate from coupons, so if they are stolen, the log would remain intact?	Visually verify
		12.	Are Benefit Issuance Logs completed for clients receiving PF benefits?	
Yes	No		Administration	Comments/ Explanations
		13.	Does the agency have a current copy of the WIC Project FRESH Local Agency Guidebook to be used for reference?	Visually verify
		14.	Does the agency need additional copies?	How many?
		15.	Does the agency have the FMNP record retention policy on file?	If not, how many copies will be needed?
		16.	Does the agency have the FMNP Fair Hearing Policy on file?	
		17.	Ask: What are the procedures for Fair Hearing?	
		18.	Ask: When does Project FRESH benefit distribution begin?	Date stated:
		19.	Ask: When does Project FRESH benefit distribution conclude?	Date stated:

Comments:

Reviewed by: _____ Date: _____

Consultant: _____ Date: _____