

Michigan Department of Community Health WIC Management Evaluation Recordkeeping and Accountability

Agency: _____ Clinic ID: _____

Reviewer: _____ Date: _____

MPR	Benefits Issuance/Replacement/Proration/EBT Card Replacement	Yes or N/A	If not, Action Plan needed
O,I 8.1a	Are no more than 3 complete months of benefits available at a time? (MI-WIC Policy 8.01 Benefit Issuance)		
D 8.1c	Under what circumstances are benefits issued without an appointment? (MI-WIC Policy 5.01 Nutrition Education) <input type="checkbox"/> WICHealth.org module/self-directed education completed <input type="checkbox"/> Client refused nutrition education <input type="checkbox"/> Walk-in/education mall <input type="checkbox"/> Other _____		
I	Who has the local agency assigned to the "LA – Benefit Reissuance" role? (MI-WIC Policy 8.04 Benefit Reissuance) List the designated staff and their titles: Who monitors reissuance of benefits?		
I 8.1a	Does agency replace lost or stolen Michigan WIC Bridge cards in the clinic when the EPPIC record is "inactive" or within 5 days of expiration of benefits? (MI-WIC Policy 8.01 Benefit Issuance)		
I	Does the local agency have a process/procedure for clients who repeatedly report a lost or stolen EBT card? (MI-WIC Policy 8.04 Benefit Reissuance, Guidance)		
I 8.1a O	Under what circumstances does the local agency disable benefit proration? <ul style="list-style-type: none"> • Benefit replacement (custody change, disaster) Y N • Scheduling errors Y N • MI-WIC System interruption Y N • Unexpected clinic closure/staff unavailable Y N (MI-WIC Policy 8.02 Benefit Proration)		
D 8.1d	Under what circumstances does agency replace food/formula benefits? MI-WIC Policy 8.04 Benefit Reissuance) <ul style="list-style-type: none"> • Change in formula or food package Y N • Custody change Y N • Disaster: Fire, tornado, flood, other: _____ Y N • Stolen with police report Y N 		
	Does the agency issue proxies a separate EBT card? (circle) Upon request Never Other:		
Record Retention (MI-WIC Policy 1.06)			
I 9.1a, b	How long are records (client files and required logs or reports) retained prior to destruction? Are files retained for at least 3 years and 150 days after the fiscal year they were last active and longer if an active audit is being conducted?		
I	How often are clinics/files/charts purged for obsolete records and forms?		
O 2.3a	Are WIC records stored securely prior to destruction?		
O 2.3a	Are records destroyed in a way that makes them no longer reproducible?		
	Comments:		

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MPR	EBT BULK Card-Security and Inventory (MI-WIC Policy 8.08)	Yes or N/A	If not, Action Plan needed
O 9.2c	Are bulk EBT cards stored in a safe or locked storage area with limited access? YES_____ NO_____ If no, describe storage arrangements:		
O 9.2a, b	Verify that a BULK card inventory process in place for cards provided to staff for issuance that includes: <ul style="list-style-type: none"> • Bulk inventory check in and check out for daily supply • Checking out of inventory for daily use <ul style="list-style-type: none"> • checking out of daily use stock to staff • checking unissued cards into daily use stock for each day that staff issue cards 		
O 9.2a D	Verify that all EBT cards are logged into EBT Card Inventory (bulk) upon receipt?		
O 9.2b D	Verify that all EBT cards (bulk and daily use) are inventoried on at least a monthly basis by non-issuance personnel?		
	Comments:		
EBT DAILY USE Cards-Inventory & Issuance (MI-WIC Policy 8.08, 8.09)			
O 9.2c	Are daily use EBT cards and logs stored securely with limited staff access? (MI-WIC Policy 8.08, Michigan WIC Bridge Card Security)		
O 9.2c	Are the WIC Bridge cards/logs assigned to individual/staff stored in a secure area that is not accessible to clients or unauthorized staff? (MI-WIC Policy 8.08 Michigan WIC Bridge Card Security)		
O 9.2c	Are supplies of WIC Bridge Cards assigned to individual/staff limited to the number of cards that can be issued in one WIC issuance session to prevent loss or theft? (MI-WIC Policy 8.08 Michigan WIC Bridge Card Security)		
O 9.2b, c	Are WIC Bridge cards that were assigned to WIC staff for distribution and not assigned to clients returned to secure storage with limited access at the end of the WIC work period? (MI-WIC Policy 8.08 Michigan WIC Bridge Card Security) Verify that the current Card Issuance Log reflects the cards issued to clients and unassigned cards and remains with the unassigned cards. (MI-WIC Policy 8.09 Michigan WIC Bridge Card Issuance)		

Comments:

Reviewed by: _____ Date: _____

Consultant: _____ Date: _____