

## 2014 WIC MANAGEMENT EVALUATION PROJECT FRESH REVIEWER'S TOOL

Michigan WIC/Farmers' Market Nutrition Program (FMNP)	
Name (of person completing this form)	
Title	
Agency/Clinic	
Phone	
Date	

### Administration

1. Please provide the name(s) of the individual and indicate the agency responsible for the following Project FRESH functions:

	Name	WIC Staff	MSUE	Other (Explain)
Benefit Issuance				
Nutrition Education				
Inventory				
Client Eligibility Determination				
Market Master				

2. The local agency last received training from the State agency?
- Within 1 year       2 years       Other  
 WIC Conference       Project Fresh Guidebook       Verbal Training
3. Approximately how many **hours** of WIC staff time is devoted to the FMNP **per week** during the Project FRESH season?
- \_\_\_\_\_ Total Staff Hours per Week      \_\_\_\_\_ # of Staff

### Certification

4. How is the local WIC agency/MSUE handling the distribution of benefits? Mark all that apply.
- Mass Issuance       Scheduled Appointment  
 Individual  
 Walk-In       Other \_\_\_\_\_  
 Group Classes

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<b>QUESTIONS</b>				
<b>Yes</b>	<b>No</b>		<b>Certification</b>	<b>Comments/ Explanation</b>
		1.	Is the local agency following the State directive concerning categorical distribution of benefits? (Describe/review how clients are enrolled in Project FRESH.)	
			• pregnant women	
			• breastfeeding women	
			• children	
			• 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. valid dates	
			d. must spend entire coupon dollar amount at each farmer * Not applicable for PF EBT Pilot	
			e. cannot receive change	
			f. authorized foods	
			g. lost/stolen/damaged policy	
			h. complaint procedures	
			i. client abuse policy	
<b>Yes</b>	<b>No</b>		<b>Nutrition Education</b>	<b>Comments/ Explanations</b>
		5.	What methods of nutrition education are offered to FMNP participants?	
			• handout	
			• video	
			• food demonstration(s)	
		6.	Is the nutrition education documented for each client in MI-WIC?	

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Yes	No		Civil Rights	Comments/ Explanations
		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 Adjudication? (12/12)	
Yes	No		Recordkeeping and Accountability	Comments/ Explanations
		9.	When coupons are received by the local agency, are the numbers verified?	
		*	Review the security of the coupons while at the local agency for the following: <ul style="list-style-type: none"> <li>• Coupon daily use is sufficient</li> </ul>	Verify visually, even if season not in session
		10. *	Are coupon “Inventory Control Logs” kept separate from coupons, so if they are stolen, the log would remain intact?	Visually verify
			*Are Benefit Issuance Logs completed for clients receiving PF/EBT 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: \_\_\_\_\_