

**Michigan Department of Health and Human Services WIC Management Evaluation
Recordkeeping and Accountability**

Agency: _____ Clinic ID: _____

Reviewer: _____ Date: _____

MPR		Benefits Issuance/Replacement/Proration/EBT Card Replacement	Yes	NA	If no, 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 Overview and Elements of Client-Centered 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 "LA – Benefit Re-issuance" role? (MI-WIC Policy 8.04 Benefit Reissuance) List the designated staff/ titles: Who monitors/runs Benefit Re-issuance or Over-Issuance Report?			
I		Does agency replace lost or stolen Michigan WIC EBT cards in the clinic when the MI-WIC record is "stop access" or within 5 days of expiration of benefits? (MI-WIC Policy 8.01 Benefit Issuance) Always replace in clinic Only replace if inactive/5 days of expire Do not replace cards in clinic			If not, suggest they do
I O	8.1a	Under what circumstances does the local agency disable benefit proration? (MI-WIC Policy 8.02 Benefit Proration) • Benefit replacement (custody change, disaster) Y N • Scheduling errors Y N • MI-WIC System interruption Y N • Unexpected clinic closure/staff unavailable Y N			
O I	8.1d	Are the circumstances documented when food/formula benefits are replaced for the following: • Change in formula or food package • Custody change and/or benefits are no longer available to the client (e.g., foster care, abuse situations) • Disaster: Tornado, fire, flood, other: _____ (MI-WIC Policy 8.04 Replacement of Food Benefits)			
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?			
O	2.3	Are WIC records stored securely prior to destruction?			
I	2.3a	Are records destroyed in a way that makes them no longer reproducible?			

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MPR		EBT Card-Security and Inventory (MI-WIC Policy 8.08)	Yes	If no, Action Plan needed
O	9.2c	Are EBT cards stored in a safe or locked storage area with limited access? If no, describe storage arrangements:		
O	9.2a	Verify that all EBT cards are recorded in MI-WIC as "in-stock" upon receipt?		
O	9.2a	Verify that all Active EBT cards 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)				
D	9.2b	Review 6 pages of Michigan WIC EBT Card Issuance logs from various staff and for different time periods. Are logs completed, as required? (MI-WIC Policy 8.09 Michigan WIC EBT Card Issuance)		
O	9.2c	Are daily use EBT cards and logs stored securely, with limited staff access, and returned to storage at the end of the day? (MI-WIC Policy 8.08, WIC EBT Card Security)		
O	9.2c	Are the WIC EBT cards/logs assigned to individual/staff stored in secure area that is not accessible to clients or unauthorized staff? (MI-WIC Policy 8.08, WIC EBT Card Security)		
O	9.2c	Are supplies of WIC EBT cards assigned to individual/staff in increments of 20 cards or a reasonable amount based on daily client activity? (MI-WIC Policy 8.08, WIC EBT Card Security)		
O	9.2b	Verify that the current WIC EBT Card Issuance Log reflects the cards issued to clients and those cards unassigned. (MI-WIC Policy 8.09 Michigan WIC EBT Card Issuance)		

Comments:

Reviewed by: _____ Date: _____

Consultant: _____ Date: _____