

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective June 1, 2002

Policy No. QA:03.0

Quality Assurance Monitoring of Local Agencies

Purpose

To ensure that local agencies (LAs) comprehend and comply with federal, state and local regulations, policies, and procedures.

Authority

7 CFR Part 246.11, 246.19; Quality Assurance Policies

Policy

Each LA's clinical operations, fiscal management and food delivery systems shall be monitored for compliance with state and federal regulations, rules and policies at least once every two years.

Procedures

- I. Upon notification by the state agency (SA) of a quality assurance monitoring visit, the LA shall make available requested documentation including but not limited to: participant records, clinic hours of operation and schedule of activities, employee timesheets, formula logs, nutrition education materials, equipment inventory, etc.
- II. LA WIC Director shall encourage the host agency's executive director and other appropriate personnel to attend the entrance and exit conferences.
- III. Upon receipt of the quality assurance site visit report, the LA shall submit a corrective action plan as required within the specified time frame. SA staff shall review the plan and may request additional information or explanation from the LA.

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- IV. The LA shall maintain documentation of all corrective actions taken, technical assistance received, and training attended in accordance with its SA-approved corrective action plan.