



Oregon WIC Program — Farm Direct Nutrition Program Review Tool – Compliance Findings

**Agency & Clinic
Locations Visited:**

Contact: _____

Reviewer: _____

Date: _____

Note: All items are compliance issues unless “OA only” is noted to signify the item is a quality assurance issue.

| Program Area | | Yes / No | Citations | Resources (TWIST Screen or Report) |
|---|---|----------|---|--|
| FARM DIRECT NUTRITION PROGRAM (FDNP) | | | | |
| A. | 1 Are all FDNP recipients eligible to receive FDNP checks? | Y / N | <ul style="list-style-type: none"> State Policy 1100 Local Program Responsibilities, ¶2.0-2.1 7 CFR 248.6 (a)—Eligible recipients | Enrollment and Intake: <ul style="list-style-type: none"> Intake Screen |
| B. | 1 Can the local program account for receipt of FDNP checks from the state WIC program? | Y / N | <ul style="list-style-type: none"> State Policy 1100 Local Program Responsibilities, ¶1.0-1.4 7 CFR 248.10 (f)(1)—Control of FDNP checks | Vendor: Farm Direct Administration Screen |
| C. | 1. Is the FDNP check register filled out correctly (including issue date and participant ID)? | Y / N | <ul style="list-style-type: none"> State Policy 1100 Local Program Responsibilities, ¶ 13.0 7 CFR 248.10 (f)(1)—Control of FDNP checks | Farm Direct Check Register (not TWIST-generated) |
| D. | 1 Are the FDNP checks signed for by the participant? | Y / N | <ul style="list-style-type: none"> State Policy 1100 Local Program Responsibilities, ¶13.2 & ¶13.2.1 7 CFR 248.10 (f)(1)—Control of FDNP checks | Farm Direct Check Register (not TWIST-generated) |
| E. | FDNP Check Register 1. Is the original retained in the clinic for 3 years? | Y / N | <ul style="list-style-type: none"> State Policy 1100 Local Program Responsibilities, ¶ 13.3 7 CFR 248.23 (a)(1), (2)—Recordkeeping requirements | 1. Farm Direct Check Register (not TWIST-generated) 2. On-site observation |



Oregon WIC Program — Farm Direct Nutrition Program Review Tool – Compliance Findings

| Program Area | | Yes / No | Citations | Resources (TWIST Screen or Report) |
|--------------|--|--------------|--|---|
| F. | FDNP Check Security | | | On-site observation or LA policy |
| | 1. Are the FDNP checks kept in locked storage? | Y / N | <ul style="list-style-type: none"> State Policy 1100 Local Program Responsibilities, ¶11.0-11.1 7 CFR 248.10 (f)(2)—Control of FDNP checks | |
| | 2. Is there a written procedure for assuring FDNP check security? | Y / N | <ul style="list-style-type: none"> State Policy 1100 Local Program Responsibilities, ¶12.0 | |
| | 3. Is a physical inventory conducted at least once during the FDNP season or issuance period? | Y / N | | |
| G. | Nutrition Education | | | Client Processes: <ul style="list-style-type: none"> Farm Direct Issuance screen (VM650S) Appointment Scheduler: <ul style="list-style-type: none"> Group Education Classes screen (AS220S) Vendor Mgmt: <ul style="list-style-type: none"> WIC Participants Receiving Farm Direct Checks report |
| | 1. Is nutrition education concerning the consumption of fresh fruits and vegetables made available to FDNP participants? | Y / N N/A | <ul style="list-style-type: none"> State Policy 1100 Local Program Responsibilities, ¶4.0-4.2 7 CFR 248.9 (a)—Nutrition education, Goals | |
| | 2. Is this nutrition education documented? | Y / N N/A | | |
| H. | 1 Are all clients receiving FDNP checks for the first time in the current year also receiving an orientation to the program, including required elements 3.0-3.6 of State Policy 1100? | Y / N | <ul style="list-style-type: none"> State Policy 1100 Local Program Responsibilities, ¶3.0 7 CFR 248.10 (i)—Instructions to recipients State Policy 1100 Local Program Responsibilities, ¶3.0-3.6 &5.0 | Client Processes: <ul style="list-style-type: none"> Farm Direct Issuance screen (VM650S) Appointment Scheduler: <ul style="list-style-type: none"> Group Education Classes screen (AS220S) Vendor Mgmt: <ul style="list-style-type: none"> WIC Participants Receiving Farm Direct Checks report |

Summary of Review: