|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Oregon Women, Infants and Children (WIC) ProgramFarm Direct Nutrition Program (FDNP) Review Tool — Compliance Findings | | | | | |
| Agency and clinic locations visited: | |  | Reviewer: | |  |
| Contact: |  | | Date: |  | |

| Program area | | Compliant? | | | Citations | Findings/comments |
| --- | --- | --- | --- | --- | --- | --- |
| Yes | No | N/A |
| **A.** | Are all FDNP recipients eligible to receive FDNP checks? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶2.0–¶2.1 * [7 CFR 248.6](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (a) — Eligible recipients |  |
| **B.** | Were the appropriate number of FDNP checks issued, per policy? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶2.0–¶2.1 * [7 CFR 248.6](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (a) — Eligible recipients |  |
| **C.** | Can the local program account for receipt of FDNP checks from the State WIC program? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶1.0–¶1.4 * [7 CFR 248.10](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (f)(1) — Control of FDNP checks |  |
| **D.** | Is the FDNP check register filled out correctly (*including issue date and participant ID*)? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶13.0 * [7 CFR 248.10](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (f)(1) — Control of FDNP checks |  |
| **E.** | Are the FDNP checks signed for by the participant? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶13.2 and ¶13.2.1 * [7 CFR 248.10](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (f)(1) — Control of FDNP checks |  |
| **F.** | Is the original FDNP check register retained in the clinic for three (3) years? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶13.3 * [7 CFR 248.23](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (a)(1), (2) — Recordkeeping requirements |  |
| **G.** | **FDNP check security**   1. Are the FDNP checks kept in locked storage? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶11.0–¶11.1 * [7 CFR 248.10](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (f)(2) — Control of FDNP checks * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶12.0 |  |
| 1. Is a physical inventory conducted at least once during the FDNP season or issuance period? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶11.0–¶11.1 * [7 CFR 248.10](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (f)(2)—Control of FDNP checks * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶12.0 |  |
| **H.** | **Nutrition education**   1. Is nutrition education concerning the consumption of fresh fruits and vegetables made available to FDNP participants? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶4.0–¶4.2 * [7 CFR 248.9](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (a) — Nutrition education, Goals |  |
| 1. Is this nutrition education documented? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶4.0–¶4.2 * [7 CFR 248.9](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (a) — Nutrition education, Goals |  |
| **I.** | Do all participants receiving FDNP checks also receive an orientation to the program, including required elements ¶3.0–¶3.6 of State Policy 1100? |  |  |  | * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶3.0 * [7 CFR 248.10](http://www.fns.usda.gov/sites/default/files/FMNPRegulations-7CFR248.pdf) (i) — Instructions to recipients * State Policy [1100](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/1100.pdf) — Local Program Responsibilities, ¶3.0–¶3.7 and ¶5.0 |  |