|  |
| --- |
| 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
 |       |