

Division of Community Nutrition

<i>Subject: State Technical Assistance Reviews</i>		<i>Policy: ADM 04.1</i>
<i>Reference: CFR §246.19(b)(1-6)</i>	<i>Effective: February 1, 2018</i>	<i>Supersedes: November 1, 2017</i>

I. Policy:

Per CFR §246.19(b)(1), “The State agency shall establish an ongoing management evaluation system which includes at least the monitoring of local agency operations, the review of local agency financial and participation reports, the development of corrective action plans to resolve Program deficiencies, the monitoring of the implementation of corrective action plans, and on-site visits. The results of such actions shall be documented.”

State Technical Assistance Reviews (STAR) shall include, but not be limited to an evaluation of management, referrals, outreach, participation, eligibility, certification, fixed asset inventory, general security over WIC assets, time and effort reporting, nutrition education, participant services, civil rights compliance, accountability, breastfeeding promotion, financial management systems, and food delivery systems.

II. Procedure(s):

A. On-Site State Technical Assistance Reviews - The State WIC Office (SWO) shall conduct an on-site State Technical Assistance Review of local agency operations and implementation of the WIC Program a minimum of every two (2) years from the date of the previous on-site evaluation. The management evaluation shall include a minimum of twenty percent (20%) of the sites in each local agency or one (1) site, whichever is greater.

1) The local agency shall cooperate with all aspects of the State Technical Assistance Review, including, but not limited to:

- a) Submitting all required documentation to the State WIC Office within the requested time frame(s):
 - i. On-site pre-review questionnaire (STAR-03) document within twenty (20) calendar days;
 - ii. On-site follow-up report (STAR-05) document within twenty (20) calendar days of receipt of (STAR-04) final report;
 - iii. Any other documents requested by the State WIC Office.

B. Self-Conducted State Technical Assistance Reviews - The local agency shall conduct a self-evaluation utilizing the same State Technical Assistance Review Tool in the years that the SWO evaluation is not conducted. The self-evaluation shall include a minimum of twenty percent of the sites in each local agency or one site, whichever is greater. The State WIC Office shall remind the local agency of their self-conducted management evaluation approximately thirty (30) days in advance of the due date.