

Division of Community Nutrition

<i>Subject:</i> Audits / Reviews		<i>Policy:</i> ADM 04.2
<i>Reference:</i> N / A	<i>Effective:</i> June 1, 2018	<i>Supersedes:</i> August 12, 2013

I. Policy:

Local agencies shall ensure effective communication with the State WIC Office (SWO) with regards to all audits and / or reviews, both announced and unannounced. Audits may be used to impose financial penalties.

II. Procedure(s):

A. Local agency personnel shall notify their assigned Operations Liaison via email within two (2) business days of being notified of any announced audit and / or review. The local agency shall not require notification from their Operations Liaison when the State WIC Office notifies them of a scheduled on-site or self-conducted State Technical Assistance Review (STAR) audit. State or Federal agencies that may audit / review a local agency's WIC Program operations include, but are not limited to:

- 1) State WIC Office:
 - a. On-site STAR audits will be conducted every other year; and
 - b. Self-conducted STAR audits will be performed by said local agency which shall be reviewed by the SWO in accordance with ADM 04.1.
- 2) Virginia Department of Health - Division of Internal Audit,
- 3) Commonwealth of Virginia - Auditor of Public Accounts (APA),
- 4) United States Department of Agriculture (USDA) which may include:
 - a. The Office of the Inspector General; and
 - b. Management Evaluation Reviews (ME).

B. Local agency personnel shall notify their assigned Operations Liaison via email within one (1) business day of any unannounced audit and / or review taking place. The local agency is not required to notify their Operations Liaison when the SWO conducts an unannounced local agency management evaluation.

C. Local agencies shall email copies of any and all written correspondence (i.e., recommendations, findings, letters, summaries, reports, etc.) both received and sent, to their assigned Operations Liaison within two (2) business days of receiving / sending said documentation.