

TIP Checklist

The following checklist was developed by FNS headquarters to assist regional and State agency vendor managers with their annual review of State agency TIP data. This checklist will help ensure that all data have been reviewed for accuracy and that any necessary corrections to TIP can be made in a timely manner.

1. Go to the reports section and print the reports listed below. Check off each report once it has been printed. We suggest you also print out the previous years reports in order to compare the data reported this fiscal year with your previous data submission. This may help identify any potential reporting problems. State agencies do not need to print off the WIC-41 report. This report will be used by regional staff to verify that their State agencies have submitted their data to FNS.

The WIC-44 report will only need to be printed off when the region or State agency need to review a State agencies' FNS-700 submission which includes all vendor records submitted by a State agency for the current fiscal year.

- WIC - 1 - Vendors Authorized
- WIC - 3 - Types of Vendors Authorized
- WIC - 4 - Vendors Receiving Training During the Fiscal Year
- WIC - 6 - Authorized Vendors Identified as Potentially Meeting the 50% Criterion
- WIC -10 - Status of High Risk Vendors Investigated
- WIC - 11 - Status of Non-High Risk Vendors Investigated
- WIC - 14 - Vendors Receiving Monitoring Visits
- WIC - 15 - Vendors Receiving Inventory Audits
- WIC - 22 - Summary of WIC/FSP Reciprocal Actions
- WIC - 30 - Selection Criteria for Evaluating Vendors
- WIC - 41 – Status of Data Submissions by State Agency
- WIC - 44 – State Agency Vendor Data

2. FNS regional staff should view the Status of Data Submissions by State Agency (WIC- 41) report to verify that all State agencies have completed and submitted their TIP data.

- All FNS - 700 Forms Completed
- All FNS-698 Forms Completed
- All FNS-699 Forms Completed
- State agency Data is missing

If any States have not submitted the required forms, circle the States with missing data on the WIC-41 report and follow-up with the State agency right away. Remember all data must be submitted by February 1 each year or users will be locked out of the system and the data can only be submitted at the FNS headquarters level. Regions may want to start printing a copy of this report on a weekly basis starting in early January to make sure State agencies meet the February 1 deadline.

3. Review the Vendors Authorized (WIC – 1) report and verify the following information:

- The number of Vendors Authorized as of October 1 is correct.
- The number of New Vendors is correct.
- The number of Contracts Expired is correct.
- The number of Contracts Terminated is correct.
- The number of Vendors Disqualified is correct.
- The number of Vendors Authorized as of September 30 is correct.

These numbers should be correct. Remember that the number of vendors authorized at the end of the previous fiscal year should be about the same number authorized as of October 1 of the current reporting year minus the number of vendors who did not have their contract renewed on October 1.

The Vendors Authorized (WIC-1) report includes the following:

- The “Vendors Authorized (as of October 1) column. Data is generated by adding the total number of vendors identified with a vendor authorization number in the “Vendor ID” field minus the total number of vendors reported as new vendors in the “New Vendor” field.
- The “New Vendors Authorized” column. Data is generated by adding the total number of vendors reported as new in the “New Vendor” field.
- The “Contract Expired” column. Data is generated by adding the total number of vendors reported as having expired contracts in the “Vendor Agreement” field.

- The “Contract Terminated” column. Data is generated by adding the total number of terminated contracts in the “Vendor Agreement” field.
 - The “Disqualified” column. Data is generated by adding the total number of vendors reported as disqualified in the “Type of Sanction D” field
 - The “Vendors Authorized (as of September 30) column. Data is generated by adding the total number of vendors with vendor authorization numbers in the “Vendor Id” field, minus the total number of vendors in the “Type of Sanction D” field, minus the total number of vendors in the “Vendor Agreement” field.
4. Review the Types of Vendors Authorized (WIC – 3) report and verify the following information:

- The total number of retail vendors reported is correct.
- The total number of WIC-only vendors reported is correct.
- The total number of Above 50% vendors reported is correct.
- The total number of authorized Pharmacies reported is correct.
- The total number of Commissaries reported is correct.
- The total number of Direct Distribution vendors reported is correct.
- The total number of Home Delivery vendors reported is correct.

When verifying the number of vendors authorized for the reporting period, it may help to print off the previous years WIC-3 report to make sure the numbers seem reasonable for the current report year.

The TIP system generates the WIC-3 report by calculating the total number of vendors authorized by vendor type and reported by the State agency in the “Type of Vendors” field.

5. Review the Vendors Receiving Training During the Fiscal Year (WIC- 4) report and verify the following information:

- The number of vendors authorized as of October 1 is correct. You can compare the number with the WIC-1 report.
- The number of new vendors authorized is correct. You can compare the number with the WIC-1 report.
- The number of vendors authorized as of October 1 and reported as having received annual training is correct.
- The number of vendors authorized as of October 1 and reported as having received Interactive training is correct.
- The number of new vendors reported as receiving annual training is correct.
- The number of new vendors reported as receiving Interactive training is correct.

All authorized vendors are required to receive annual training each fiscal year and Interactive training at least once every three years. If the State agency conducted both Interactive and annual training on vendors within the same reporting period, the State agency should report the vendors as having received Interactive training; since the system will only allow one type of training to be identified. If there are any vendors reported as not receive training in the fiscal year, they should be reviewed to determine why training was not conducted. In some cases the vendor may have been authorized at the end of the fiscal year and is scheduled for training the first quarter of the upcoming fiscal year.

The TIP system generates the Vendors Receiving Training During the Fiscal Year (WIC-4) report by calculating the total number of vendors receiving interactive training, the total number of vendors receiving annual training and the total number of vendors not receiving training during the fiscal year in the “Training” field for both currently authorized vendors and new vendors authorized during the fiscal year.

6. Review the Authorized Vendors Identified as Potentially Meeting the 50% Criterion (WIC – 6) report and check to see if the State agency has any vendors identified as potentially meeting the 50% criterion. State agencies only have access to their State agency report. However, the WIC redemptions will include amounts reported by other State agencies that share the same vendor and have the same FNS number.

Check for the following information:

- Are any vendors identified on the State agency report?
- Did the TIP data match with the STARS data? (If not the percentages will not be calculated but are automatically included on the list. For example pharmacies or direct distribution vendors will appear on the list even though they most likely are not authorized by the Food Stamp Program).
- Could any of the vendor records not matching the STARS data possibly be FSP authorized but the FNS number was not reported in TIP? If so, this needs to be corrected so a match can be performed.
- Do any of the vendors show their contract as being terminated or expired? If so, no further action is necessary since the vendor is no longer authorized.
- Do the annual WIC redemptions appear correct? If they appear too high, please follow-up to determine if the redemption information was reported correctly in TIP. Since the vendor may be authorized by more than one WIC State agency, remember that the WIC redemptions include the total redemption amounts reported by all State agencies that authorized the vendor when the vendor shares the same FNS number.
- Do the FSP annual redemptions appear correct? If not, please access the STARS system and verify the redemption information. In the past, State agencies have reported an incorrect FNS number and the system performed a match on the wrong store. Please make sure the FNS number is correct.
- Is the number of months the WIC redemptions cover correct? If the number is reported incorrectly, it will most likely have an impact on the data match.

Since the data is annualized for this report it is important to remember that the report only identifies potential above 50% vendors and that the State agencies must research further to determine if the vendor is indeed an above 50% vendor. Since a vendor may be authorized by more than one WIC State agency, the TIP system automatically calculates all redemptions reported by each vendor (based on the Food Stamp authorization number) and performs a match with the Food Stamp redemption data. Therefore, the WIC redemption amount shown on the report will include redemptions for more than one State agency when the vendor is authorized by more than one State agency.

The Authorized Vendors Identified as Potentially Meeting the 50 Criterion (WIC-6) report includes the following:

- The “WIC Vendor ID column. Vendor authorization numbers are generated from data reported by WIC State agencies in the “Vendor ID” field.
- The FNS Number column. Food Stamp authorization numbers are generated from the data reported by WIC State agencies in the “FNS Number” field.
- The STARS Match column. Data is generated by matching the FNS authorization number reported by the State agency in the “FNS Number” field in TIP to the FNS number in STARS.
- Vendor Type WIC column. Data is generated from the type of vendor reported by the State agency in the “Type of Vendor” field. The system does not provide the FSP store type. You must access STARS to obtain that information.
- Vendor Name column. Data is generated from the name of the vendor reported by the State agency in the “Vendor Name” field.
- Contract Status column. Data is generated when the State agency reports that a contract is terminated or expired in the “Vendor Agreement” field. If the status shows current, then no status was reported in the “Vendor Agreement Field.”
- Number of WIC States column. Data is generated by totaling the number of WIC State agencies that authorize the vendor based on the FNS number reported in the “FNS Number” field by all WIC State agencies.
- WIC Annual Redemptions (For all States) column. Data is generated by totaling all WIC redemptions in the “Annual Redemptions” field for all vendors who report the same FNS number in the “FNS Number” field.
- Redemption Months (FSP) column. Data is generated by totaling the number of months of redemptions reported in STARS by FNS number. The number of WIC redemptions is not shown because more than one State agency may be included in the redemption amount but may not cover the same number of redemption months.
- FSP Annual Redemptions column. Data is generated by totaling all monthly redemptions reported in STARS based on the FNS number reported in the “FNS Number” field.

- Total WIC and FSP Annual Redemptions column. Data is generated by adding the WIC Annual Redemptions column with the FSP Annual Redemption column on the report.
- Percent of WIC Annual Redemptions to WIC and FSP column. Data is generated by dividing the WIC annual redemptions amount by the WIC and FSP annual redemption amount.

7. Review the Status of High-Risk Vendors Investigated (WIC-10) report and verify the following information for each State agency:

- The number of high-risk vendors appears correct.
- The number of high-risk vendors investigated appears correct.
- The percentage of completed investigations on high risk vendors is equal to or greater than 5%. (If high risk vendors do not make up 5% of the State agencies vendor population, the State agency should conduct investigations on non-high risk vendors up to the 5% requirement.

If the State agency has a minimum of 5% of high risk vendors and the percentage of completed investigations is not equal to or greater than 5%, you should follow-up with the State agency to determine why they did not meet the 5% requirement. Some State agencies may not have any high-risk retail vendors because they use Home Food Delivery Contractors or Direct Distribution centers.

The Status of High-Risk Vendors Investigated (WIC-10) report includes the following:

- The “Number of High-Risk Vendors” column. Data is generated by totaling the number of high-risk vendors reported by the State agency in the “Risk Designation” field.
- The “Number of High-Risk Vendors Investigated” column. Data is generated by adding the number of initiated, on-going and completed investigations reported by the State agency for high-risk vendors in both the “Compliance Investigation” field and the “Investigations by Other Entity” field.
- The “Initiated” column. Data is generated by adding all initiated investigations reported by the State agency for high-risk vendors in both the “Compliance Investigation” field and the “Investigations by Other Entity” field.
- The “On-going” column. Data is generated by adding all on-going investigations reported by the State agency for high-risk vendors in both the “Compliance Investigation” field and the “Investigations by Other Entity” field.

- The “Completed” column. Data is generated by adding all completed investigations reported by the State agency for high-risk vendors in both the “Compliance Investigation” field and the “Investigations by Other Entity” field.
8. Review the Status of Non High-Risk Vendors Investigated (WIC-11) report and verify the following information for each State agency:
- The total number of non high-risk vendors appears correct. This number plus the number of high-risk vendors should equal the number of vendors authorized in the State agency.
 - The number of non high-risk vendor investigated appears correct.
 - The percentage of completed investigations seems appropriate? State agencies should make sure they meet the high-risk vendor investigation requirements before focusing investigations on non-high risk vendors. In many cases, non-high risk vendors are randomly selected for investigation or are investigated because the State agency is conducting high-risk investigations on stores in the same geographic area and it is cost-effective to conduct these investigations at the same time.

The Status of Non High-Risk Vendors Investigated (WIC-11) report includes the following:

- The “Number of Non High-Risk Vendors” column. Data is generated by totaling the number of non high-risk vendors reported by the State agency in the “Risk Designation” field.
- The “Number of Non High-Risk Vendors Investigated” column. Data is generated by adding the number of initiated, on-going and completed investigations by the State agency on non high-risk vendors in both the “Compliance Investigation” field and the “Investigations by Other Entity” field.
- The “Initiated” column. Data is generated by adding all initiated investigations reported by the State agency on non high-risk vendors in both the “Compliance Investigation” field and the “Investigations by Other Entity” field.
- The “On-going” column. Data is generated by adding all on-going investigations reported by the State agency on non high-risk vendors in both the “Compliance Investigation” field and the “Investigations by Other Entity” field.
- The “Completed” column. Data is generated by adding all completed investigations reported by the State agency on non high-risk vendors in both the “Compliance Investigation” field and the “Investigations by Other Entity” field.

9. Review the Vendors Receiving Monitoring Visits (WIC-14) report and verify the following information for each State agency:

- The total number of vendors visited is not less than the number of visits conducted. (Stores may receive more than one monitoring visit within the fiscal year).
- The percent of vendors receiving monitoring visits seems appropriate.
- A minimum of 5% of the State agencies vendors received monitoring visits.

The Vendors Receiving Monitoring Visits (WIC-14) report includes the following:

- The “Number of Vendors Authorized” column. Data is generated by adding the total number of vendors identified with a vendor authorization number in the “Vendor ID” field.
- The “Visits Conducted” column. Data is generated by adding the total number of monitoring visits the State agency reports in the “Routine Monitoring Visits” field.
- The “Vendors Visited” column. Data is generated by counting the number of vendors that the State agency reported conducting monitoring visits on in the “Routine Monitoring Visits” field. The vendor is only counted once regardless of how many monitoring visits are reported in the field.
- The “Vendors Receiving More Than Once Monitoring Visit” column. Data is generated by counting the number of vendors that the State agency reported conducting more than one monitoring visit on each vendor in the “Routine Monitoring Visits” field.
- The “Percent of Vendors Receiving Monitoring Visits” column. Data is generated by dividing the number of vendors in the “Vendors Visited” column with the total number of authorized vendors in the “Number of Vendors Authorized” column.

10. Review the Vendors Receiving Inventory Audits (WIC-15) report and verify the following information for each State agency:

- The number of vendors receiving inventory audits seems appropriate.
- The number of inventory audits conducted seems reasonable.
- The number of high-risk vendors receiving inventory audits is equal to or greater than non high risk vendors receiving inventory audits. If the number of high-risk vendors receiving inventory audits is less than the number of non high-risk vendors receiving inventory audits, you should check to see if the vendor is a home delivery contractor or direct distribution center. If not, you should check to see why non high-risk vendors received audits instead of high-risk vendors.

The Vendors Receiving Inventory Audits (WIC-15) report includes the following:

- The “Number of Vendors Receiving Inventory Audits” column. Data is generated by counting the number of vendors that the State agency reported conducting audits on in the “Number of Inventory Audits” field. The vendor is only counted once regardless of how many audits are reported in the field.
- The “Number of Inventory Audits” column. Data is generated by adding all audits reported by the State agency in the “Number of Inventory Audits” field.
- The “High-Risk Vendors Receiving Inventory Audits” column. Data is generated by counting all the high-risk vendors in the “Risk Designation” field that have reported conducting inventory audits in the “Number of Inventory Audits” field. The vendor is only counted once regardless of how many audits were conducted on each vendor.
- The Non High-Risk Vendors Receiving Inventory Audits” column. Data is generated by counting all the non high-risk vendors in the “Risk Designation” field that have reported conducting inventory audits in the “Number of Inventory Audits” field. The vendor is only counted once regardless of how many audits were conducted on each vendor.

11. Review the Summary of WIC/FSP Reciprocal Actions (WIC-22) report and verify the following information for each State agency:

- The number of vendors referred to the FSP appears correct.
- The majority of referrals to FSP show some type of reciprocal action.
- The number of retailers referred to WIC seems appropriate.
- Reciprocal action was taken on the WIC referrals.

If no action was taken on the WIC referrals to FSP you need to follow-up with the State agency to determine if they plan to take reciprocal action at some point in time. If the majority of referrals to FSP show no action taken you should follow-up to determine why FSP is not taking reciprocal action on most of these cases.

12. Review the Selection Criteria For Evaluating Vendors (WIC-30) report and verify the following information for each State agency:

- The State agency reported using selection criteria to evaluate stores before authorization.
- The selection criteria the State agency reported in TIP is the same criteria reported in their State Plan.

The data to generate the “Selection Criteria for Evaluating Vendors (WIC-30) report comes from each State agencies FNS-698 form submission, Section 1 – Vendor Selection, Limitation and Authorization, Question Number 4.

13. The State Agency Vendor Data (WIC-44) report provides State and regional vendors managers with a complete copy of a State agencies FNS-700 submission. The report can be downloaded to an excel spreadsheet for further review. State agencies should access this report to make sure they can download the file to excel. Problems accessing this report should be reported to your FNS WIC regional vendor manager.