

## **IX. FOOD DELIVERY/FOOD INSTRUMENT (FI) ACCOUNTABILITY AND CONTROL**

Food delivery/food instrument accountability and control involves the production, issuance and monitoring of automated and manual food instruments through retail systems and the delivery of WIC Program foods by non-retail methods i.e., home delivery and direct distribution.

### **(Retail)**

- A. *Food Delivery and Food Instrument Control Overview - 246.4(a)(11)(iii), (a)(14)(i), (a)(14)(vi), and (a)(14)(xii)***: describe the policies and procedures used in producing, monitoring and accounting for the production of food instruments.
- B. *Food Instrument Pick-up and Transaction - 246.4(a)(11)(iii) and (a)(14)(vi)***: describe the State agency's procedures for issuing food instruments to participants, including procedures for verification, prorating food packages, training and proxy policies.
- C. *Food Instrument Disposition - 246.4(a)(14)(vi)***: describe the procedures used to reconcile food instruments as either issued or voided, and as either redeemed or unredeemed, and redeemed food instruments as either validly issued, lost or stolen, expired, duplicate, or not matching issuance records.
- D. *Manual Food Instruments - 246.4(a)(6), (a)(11)(iii), (a)(14)(i), (a)(14)(vi) and (a)(14)(ix)***: describe the procedures for issuing and accounting for manual food instruments, including the procedures for documentation and disposition.
- E. *Special Food Instrument Issuance Accommodations - 246.4(a)(11)(iii), (a)(14)(i), (a)(14)(vi), and (a)(21)***: describe alternatives to participant food instrument pick-up for issuance (e.g., mail or electronic issuance) and how integrity of program services and fiscal accountability are ensured.

### **(Non-Retail)**

- F. *Home Food Delivery Systems - 246.4(a)(11)(iii), (a)(14)(i), (a)(14)(vi), (a)(14)(vii) and (a)(14)(xii)***: describe how the State agency's home delivery system operates including the types of authorized home food delivery contractors, the frequency of deliveries, and the procedures for documenting deliveries.
- G. *Direct Distribution Food Delivery Systems - 246.4(a)(11)(iii), (a)(14)(i), and (a)(14)(vi), (a)(14)(vii), and (a)(14)(xii)***: describe the methodology and procedures used in the direct distribution of supplemental foods, including types of foods distributed, warehouse and distribution centers, and the verification process.

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**A. Food Delivery and Food Instrument Control Overview**

**1. Food Instruments/General**

**a. The State agency uses the following types of food instruments (check all that apply):**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Automated - point of certification | <input type="checkbox"/> Automated -central generation |
| <input type="checkbox"/> Manual - individual prescription              | <input checked="" type="checkbox"/> EBT                |
| <input type="checkbox"/> Pre-printed manual - standard prescription    | <input type="checkbox"/> Other (specify):              |

**b. The State agency conducts food instrument inventories: (Place an S=[State agency] or L=[Local agency] under the appropriate column to designate primary responsibility):**

<b>Automated</b>		<b>Manual</b>	
	Daily		Daily
L	Weekly		Weekly
	Monthly		Monthly
	Yearly		Yearly
	Other (specify):		Other (specify):

**c. The automated food instrument contains/allows for the following information (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Not applicable                                    | <input checked="" type="checkbox"/> Local agency identifier |
| <input checked="" type="checkbox"/> Participant WIC ID number              | <input checked="" type="checkbox"/> Vendor endorsement      |
| <input checked="" type="checkbox"/> Countersignature for participant/proxy |   |

**Provide a facsimile or FI in Appendix or cite Procedure Manual Refer to the Texas WIC Information Network (WIN) Reference Manual Quick Guide for Clinics. Sample food instrument may be found in the Store Manager's Guide.**

**d. The State agency provides a toll-free number on the food instrument for participant/vendor inquiries:**

- Yes       No

**ADDITIONAL DETAIL: Food Delivery Appendix The toll-free number for participants is printed on their food voucher folder envelope and the tyvek sleeve for their EBT card. The grocer toll-free number is printed on the Manager, Cashier, and Claims Processing manuals.**

**and/or Procedure Manual (citation):**

**2. Food Instrument Accountability**

**a. Food instruments are delivered to local agencies by:**

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**A. Food Delivery and FI Control Overview**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> State agency staff                              | <input type="checkbox"/> Local agency staff |
| <input type="checkbox"/> US Postal Service  | <input type="checkbox"/> On-demand printing |
| <input checked="" type="checkbox"/> Contracted service (i.e., UPS, Purolator, etc.) |   |
| <input type="checkbox"/> Other (specify):   |   |

**b. Food instruments (blank stock and preprinted food instruments ready for issuance) are delivered to the local agency (check all that apply):**

**Blank**

- Not applicable
- Weekly
- Twice a month
- Once a month
- Once every two months
- Other (specify):

**Preprinted**

- Not applicable
- Weekly
- Twice a month
- Once a month
- Once every two months
- Other (specify):

**c. The State agency uses the following procedures to ensure that local agency staff are not fraudulently using unclaimed food instruments (check all that apply):**

- Signatures on the documentation of food instrument receipt are compared for similarities in writing style implying one person signed for multiple participants
- Local agencies conduct an initial review of food instruments to void food instruments for participants known to have been terminated from the Program
- Local agency staff responsible for issuing/voiding food instruments do not conduct the food instrument inventory by themselves
- Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (citation): Policies FD: 08.0, FD: 09.0**

**3. The State agency has established food delivery procedures in cases of natural disaster and emergencies for the following (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Issuing manual food instruments     | <input type="checkbox"/> Issuing automated food instruments |
| <input checked="" type="checkbox"/> Mailing food instruments | <input type="checkbox"/> Home food delivery                 |
| <input type="checkbox"/> Direct distribution                 | <input type="checkbox"/> Other (specify):                   |

**ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (citation): Policy FD: 10.0 - Mailing Food Instruments**

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**B. Food Instrument Pick-up**

**1. Food Instrument Pick-Up Policy and Procedures**

**a. Food instruments are issued by (check all that apply):**

	<b>All Locals</b>	<b>Most Locals</b>	<b>Some Locals</b>
Local agency director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local agency nutritionist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local agency paraprofessional	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clerical staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(specify):			

**b. The State agency utilizes a participant identification card:**

Yes       Yes, with photo       No

**If yes, issuance is controlled numerically and each card is accounted for:**

Yes       No

**c. The State agency requires the following proof of receipt when issuing automated food instruments:**

- Participant/parent/caretaker/proxy signature block on food instrument register
- Carbon copy of food instrument
- Local agency staff initials
- Date of food instrument pick-up
- Stub with participant signature or initials
- Other (specify): Recipients sign each voucher acknowledging receipt. This signature is visible on the carbon copy. With EBT, the recipients sign the EBT shopping list generated at the clinic acknowledging benefits have been loaded to the card.

**d. The State agency has a policy to prorate food packages for the following:**

- Late food instrument pick-up
- Mid-month certification
- Certification due to expire within 30 days
- Other (specify): EBT system prorates food packages.

**e. The State agency requires local agency staff to provide each new participant/parent/caretaker/proxy with training in (check all that apply):**

- Authorized vendors
- FI transaction procedures
- Use of proxy
- Other (specify):
- Selecting WIC-approved foods
- Signature on FIs
- Reporting problems/requesting assistance

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**B. Food Instrument Pick-up**

**f. The State agency requires local agency staff to provide participants with a list of authorized vendors:**

Yes       No

**g. The State agency permits a participant to transact food instruments with any authorized vendor in the State agency:**

Yes       No

**If “no,” the State agency will eliminate its vendor-specific system on (date):**

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (citation):**

**2. The State agency's proxy policy includes the following:**

- Limits the number of participants a single proxy may sign for, except that a proxy may pick up food instruments for all homeless WIC participants in a facility
- Limits proxy to a specified number of food instrument pick-ups
- Limits proxy to a minimum age
- Limits proxy assignment to local WIC staff
- Other (specify): single issuance only; written note from participant/parent/caretaker is required each time; identification

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (citation): Policy FD: 03.0 - Designated Recipients of Food  
Instrutments**

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**C. Food Instrument Redemption/Disposition**

**1. Food Instrument Disposition Procedures**

**a. The State agency system assures 100% disposition of all issued food instruments**

Yes       No

**If no, specify the circumstances that prevent 100% disposition:**

**b. The State agency monitors each local agency's:**

- Number of manual food instruments utilized
- Number of unclaimed food instruments
- Number of voided food instruments
- Number of redeemed food instruments with no issuance record

**c. Local agencies are supplied with a report on the final disposition of its food instruments:**

Yes (specify period):       No

**ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (citation):**

**2. Unclaimed, Voided, Prorated Food Instruments**

**a. The State agency requires local agencies to return "unclaimed/not picked up" food instruments:**

Not applicable       Daily       Weekly       Monthly  
 Other (specify):

**b. The State agency requires local agencies to return "voided" food instruments:**

Not applicable       Daily       Weekly       Monthly  
 Other (specify): Voided EBT cards are returned to the State

**ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (citation) : Policy FD: 04.0 - Disposition of "Voided" and "Destroyed" Food Instruments**

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**C. Food Instrument Redemption/Disposition**

**3. Lost/Stolen Food Instruments**

**a. The State agency requires local agencies to report lost/stolen food instruments to (check all that apply):**

- State agency  Police department  
 State agency's banking institution  Other (specify):

**b. Replacement/duplicate food instruments are issued when food instruments are reported lost:**

- No  
 Depends on the circumstances  
 Yes (If food instruments are reissued, it is done):  
 Immediately  
 Following notification of State agency/bank agency  
 After \_\_\_\_\_ day waiting period (specify number of days)

**c. Replacement/duplicate food instruments are issued when they are reported stolen:**

- No  
 Depends on the circumstances  
 Yes (If food instruments are reissued, it is done):  
 Immediately  
 Following notification of State agency/bank agency  
 After \_\_\_\_\_ day waiting period (specify # days)

**d. The State agency or its banking institution takes the following action after it is notified by the local agency of lost/stolen food instruments (check all that apply):**

- Stops payment on the lost/stolen food instruments  
 Notifies vendor  
 Other (specify): Lost or stolen food instruments are not routinely replaced except under special circumstances such as house fire. EBT cards reported lost/stolen are replaced after five working days after the card was reported lost/stolen to the State.

**Please provide a copy/citation for State agency's policy procedures that ensure that lost/stolen food instruments cannot be redeemed. Policy FD:07.0: Action to be Taken When issued Instruments are Reported Lost/Stolen by Participant**

**e. The local agency documents in the participant's file that replacement food instruments were issued:**

- Yes  No

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**f. The State agency monitors the level of reported lost/stolen food instruments by local agency:**

- Yes                       No

**g. If it is established that lost/stolen food instruments are transacted by the participant who reported them lost/stolen, the following actions are taken:**

- A claim for cash repayment is issued to participant
- Participant is disqualified
- Participant receives a warning
- Other (specify): The case is turned over to the Office of Inspector General to investigate.

**h. If lost/stolen food instruments are transacted by someone other than the participant, the following actions are taken:**

- Reported to police for investigation
- State agency or local agency does an investigation
- Other (specify): If the state agency has enough information, investigators might be able to pursue further.

**ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (citation):**

**4. Food Instrument Redemption Screening (7 CFR 246.12(k)(1))**

**a. The State agency screens food instruments through a pre-edit (before payment) or post-edit (after payment) process to detect the following:**

Not Applicable	Pre-Edit Screen	Post-Edit Screen	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchase price exceeds price limitations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchase price missing
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Altered purchase price
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor identification missing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Invalid/counterfeit vendor identification
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Transacted before specified period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Transacted after specified period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Redeemed after specified period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Altered dates



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**C. Food Instrument Redemption/Disposition**

- |                                     |                                     |                                     |   |
|-------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Missing signature                                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Mismatched signature                                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Altered signature                                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Other (specify): Redeemed prior to specified period |

**b. Where pre-edit screens are used, the proportion of food instruments reviewed include:**

- All food instruments                       Percentage of food instruments (        %)  
 Other:

**c. The edit system(s) that screen for price limitations and vendor overcharges reject food instruments based on:**

- | <b>Pre-edit</b>                     | <b>Post-edit</b>         |                                      |
|-------------------------------------|--------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Not To Exceed or Maximum Prices      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Percentage above average (        %) |
| <input type="checkbox"/>            | <input type="checkbox"/> | Amount above average ( \$        )   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Other (specify):                     |

**d. The following actions are used to control against unauthorized stores redeeming food instruments:**

- Recover vendor stamp when vendor is no longer authorized
- Conduct compliance buy to verify if unauthorized store redeems food instruments
- State agency or its banking institution checks vendor ID numbers on food instruments submitted for redemption against the authorized vendor list before paying vendors for food instruments submitted for redemption
- Inform all participants who might use the unauthorized store
- Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (citation): Policy WV: 01.0**

**5. Price Lists**

**a. Price list information is routinely collected from vendors:**

- Yes                       No (go to question 6)

**b. Price list data are collected:**

- Monthly

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- Quarterly
- Semiannually
- Annually
- Other (specify):

**c. Price data are collected by:**

- State agency staff
- Local agency staff
- Reports are submitted by vendors
- Other (specify):

**d. The data collected has food prices for:**

- All brands and sizes of supplemental foods
- Highest price supplemental food items within food categories
- Other (specify):

**e. The  State agency/  local agency verifies price data provided by vendors:**

- During routine monitoring visits
- Does not verify on a routine basis
- If the vendor is identified as a high-risk vendor
- Other (explain):

**f. The  State agency/  local agency analyzes price data:**

- Manually on a routine or as needed basis
- On an ADP system and uses it to:
  - Generate estimated food instrument values
  - Help inform WIC staff on vendor selection decisions
  - Develop vendor peer groups
  - Flag individual food instruments that appear to be overcharges
  - Other (specify):

**6. System to Detect Suspected Overcharges**

**a. Does the State agency screen for suspected overcharges:**

- Yes, vendor claims are issued for overcharges.
- No, the State agency makes price adjustments to food instruments submitted for redemption at amounts above edit limits
- No
- Other (specify): The State Agency reduces overpriced food instruments submitted to the food item maximum price printed on the food instrument for that food item.

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**C. Food Instrument Redemption/Disposition**

**b. The following best describes how the vendor is billed for overcharges:**

- Based on the vendor's reported prices
- Based on redemption values of other vendors in the vendor's peer group
- Based on redemption values of all vendors
- Other (specify):

**c. To receive payment or appeal a claim for a vendor overcharge, the vendor must:**

- Provide an updated price list
- Provide written justification for the higher prices
- Provide receipts
- Other (specify): submit a written request.

**d. The following actions are taken when a vendor has chronic overcharging problems:**

- Routine monitoring or remedial vendor training is conducted
- Vendor is designated as high-risk and scheduled for compliance investigation
- Vendor is provided with a written warning of potential sanction for overcharging
- Vendor is terminated for cause
- Vendor is sanctioned
- Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (citation): Policy WV: 01.0**

**IX. FOOD DELIVERY**  
**D. Manual Food Instruments**

**DOES NOT APPLY (PROCEED TO NEXT SECTION)**

**1. Manual Food Instrument Policy**

**a. Manual food instruments are utilized for the following reasons:**

- New participants
- Automated food instruments not available
- Mutilated automated food instruments
- Wrong food package on automated food instrument
- Provide for the special needs of the homeless
- Food package tailoring
- Routine monitoring visits (i.e., educational buys) of vendors
- Compliance buys of vendors
- Special conditions, e.g., disasters
- Other (specify):

**b. The State agency requires the following for completing the manual food instrument register:**

- Participant/proxy signature       Local agency staff initials
- Date of food instrument pick-up       other (specify):

**c. Manual food instruments have a "Not to Exceed Value" of:**

- Same dollar amount for all manual food instruments \$
- Variable dollar amount depending on type of prescription on manual FI
- No limit
- Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (citation):**

**2. Manual Food Instrument Documentation and Disposition**

**a. A report containing the serial numbers of manual food instrument issued by local agencies is sent to the State agency:**

- Not applicable       Weekly       Monthly
- Other (specify):

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**D. Manual Food Instruments**

**b. Local agencies are required to provide documentation to substantiate a valid or invalid certification record for manual food instruments issued and redeemed but for which no participant record currently exists by utilizing:**

- Turnaround documents to establish valid certification records
- Telephone calls to the State/local agency on irregularities
- Other (specify):

**c. If the manual food instrument inventories do not achieve 100% reconciliation of all issued and unissued food instruments, the local agency (check all that apply):**

- Reports the food instrument serial numbers to the State agency
- Provides the food instrument serial numbers to local vendors
- Other (specify):

**(Provide a copy/citation of the State agency's prescribed procedures if the manual food instrument inventory cannot be reconciled).**

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (citation):**

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**E. Special Food Instrument Issuance Accommodations**

**1. Alternative Food Instrument Issuance**

**a. The State agency has implemented the following food instrument issuance policy (check all that apply):**

- All participants are required to pick up food instruments at the clinic or local agency, except in unusual circumstances
- Participants/proxies are required to show identification at food instrument pick up
- Food instruments are routinely mailed to participants except (1) when the participant is scheduled for nutrition education or a certification appointment and (2) in areas where Food Stamps are not mailed, as these areas are known to have experienced high mail issuance losses
- Benefits are provided electronically to a location such as a grocery store under certain conditions; thus participants may not always pick up food instruments at the clinic
- Other (specify):

**2. Mailing Policy/Procedures**

**a. When food instruments are mailed to participants, State agency provides local agencies with guidelines/procedures for mailing food instruments to individual participants:**

- Yes                       No

**b. Policy requires participants to pick up food instruments whenever certification appointment is due or nutrition education is scheduled:**

- Yes                       No

**c. The State agency has implemented the following policy regarding mailing food instruments (check all that apply):**

- Food instruments are sent first class mail \*(first class is considered *regular* mail)
- Food instruments are sent registered mail
- Food instruments are sent certified mail
- Food instruments are sent restricted mail
- Return receipt is requested on food instruments sent certified mail
- Envelope specifies, "Do not forward, return to sender" or "Do not forward, address correction requested"
- Other (specify):

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**E. Special Food Instrument Issuance Accommodations**

**d. The State agency approves mailing food instruments under the following conditions (check all that apply):**

	<b>State- Wide</b>	<b>LA with SA Approval</b>	<b>Case by Case</b>
Participant hardship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel-related issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better clinic management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant convenience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(if other, specify): Local agency can decide based on state agency allowable reasons including: automation system failure; client illness; imminent childbirth; family with special health care needs; inclement weather; client unable to keep appointment at satellite clinic is open only at certain times; quarantine; communicable disease; immune system disorder.

**e. When mailing food instruments, documentation of food instrument issuance is:**

- Signed by the participant at the following food instrument pick-up/visit
- Noted "mailed" and initialed/dated by local agency staff
- Signed and dated by local agency staff after return receipt is received
- Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (citation): Policy FD: 10.0 - Mailing Food Instruments**

**3. Participants who receive food instruments by mail are sent:**

- One month of food instruments
- Two months of food instruments
- Three months of food instruments
- Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (citation):**

**IX. FOOD DELIVERY**

**F. Home Food Delivery Systems**

**DOES NOT APPLY (PROCEED TO NEXT SECTION)**

**1. Home Food Delivery Systems Overview**

**a. Home delivery vendors include (check all that apply):**

- Dairies
- Private delivery service doing WIC business only
- Private delivery service
- Other (specify):

**b. Participants who receive home food delivery:**

- Are notified in writing of the types and quantities of foods
- Are issued food instruments that they sign and provide to the vendor when the food is delivered
- Indicate by authorized signature on a FI, receipt or signature document, the supplemental foods received
- Other (specify):

**c. Supplemental foods may be delivered:**

- Only to the participant of record
- To the participant of record or proxy of record
- To any adult at home during time of delivery
- To anyone at home at the time of delivery
- Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (citation):**

**2. Documentation**

**a. The forms verifying delivery are reconciled against vendor invoices:**

- Weekly
- Monthly reconciliation of the signed FI or other signed receipts or signature documents from participant or proxies.
- Other (specify):

**b. Signatures of participants, who sign the food receipt document/food instruments, are compared to the signature on file.**

- No                       Yes, sample                       Yes, 100%



**FOOD DELIVERY**

Home Delivery

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (citation):**

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**G. Direct Distribution**

**DOES NOT APPLY (PROCEED TO NEXT SECTION)**

**1. Direct Distribution Food Delivery - General**

**a. The State agency uses a direct distribution food delivery system to:**

- Distribute all of its WIC Program foods
- Distribute only exempt infant formula and/or medical foods
- Distribute (specify):

**b. The State agency uses:**

- Warehouse not used
- One central warehouse, deliveries directly to local agencies
- One central warehouse from which foods are sent to one or more subsidiary warehouses before delivery to local agencies
- Other (specify):

**c. Warehouses are operated by:**

- State agency
- Local agency
- Other state or public agency
- Under contract with a private business
- Other (specify):

**d. Warehouses used for storage of WIC foods are also used to store other FNS program commodities:**

- Yes
- No

**ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (citation):**

**2. Food Distribution**

**a. Foods are distributed to participants:**

- Grocery store fashion
- Pre-packaged
- Other (specify):

**b. Participants receiving food are required to sign:**

- A register once for all foods received
- A register/form for each food item received
- Other (specify):

**c. Foods are distributed to participants:**

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**G. Direct Distribution**

- Monthly
- Other (specify):

**d. Participants with limited access to facilities used for distribution have available to them:**

**Services provided by:**

	<b>Local Agency</b>	<b>Other Sources</b>
Home delivery	<input type="checkbox"/>	<input type="checkbox"/>
Cost-free transportation	<input type="checkbox"/>	<input type="checkbox"/>
Other (if other, specify):	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (citation):**

**3. Warehouse Insurance and Inspectors**

**a. Insurance for the warehouse covers (check all that apply):**

- Theft
- Fire
- Infestation
- Spoilage
- Other (specify):

**b. Warehouses are inspected by a public authority responsible for enforcing:**

- Fire safety laws and regulations (specify date and grade of last inspection):
- Sanitation laws and regulations (specify date and grade of last inspection):
- Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (citation):**