



Oregon WIC Program — Farm Direct Nutrition Program Review Tool – Compliance Findings

Agency & Clinic
Locations Visited: _____

Reviewer: _____

Contact: _____

Date: _____

Note: All items are compliance issues unless “QA only” is noted to signify the item is a quality assurance issue.

Program Area		Yes / No	Citations	Resources (TWIST Screen or Report)
FARM DIRECT NUTRITION PROGRAM (FDNP)				
A.	1. Are all FDNP recipients eligible to receive FDNP checks?	Y / N	<ul style="list-style-type: none"> State Policy 1100—Local Program Responsibilities, ¶2.0-2.1 7 CFR 248.6 (a)—Eligible recipients 	Enrollment and Intake: <ul style="list-style-type: none"> Intake Screen
B.	1. Can the local program account for receipt of FDNP checks from the state WIC program?	Y / N	<ul style="list-style-type: none"> State Policy 1100—Local Program Responsibilities, ¶1.0-1.4 7 CFR 248.10 (f)(1)—Control of FDNP checks 	Vendor: Farm Direct Administration Screen
C.	1. Is the FDNP check register filled out correctly (including issue date and participant ID)?	Y / N	<ul style="list-style-type: none"> State Policy 1100—Local Program Responsibilities, ¶13.0 7 CFR 248.10 (f)(1)—Control of FDNP checks 	Farm Direct Check Register (not TWIST-generated)
D.	1. Are the FDNP checks signed for by the participant?	Y / N	<ul style="list-style-type: none"> State Policy 1100—Local Program Responsibilities, ¶13.2 & ¶13.2.1 7 CFR 248.10 (f)(1)—Control of FDNP checks 	Farm Direct Check Register (not TWIST-generated)
E.	FDNP Check Register 1. Is the original retained in the clinic for 3 years?	Y / N	<ul style="list-style-type: none"> State Policy 1100—Local Program Responsibilities, ¶13.3 7 CFR 248.23 (a)(1), (2)—Recordkeeping requirements 	1. Farm Direct Check Register (not TWIST-generated) 2. On-site observation



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F.	FDNP Check Security			
	1. Are the FDNP checks kept in locked storage?	Y / N	<ul style="list-style-type: none"> State Policy 1100—Local Program Responsibilities, ¶11.0-11.1 7 CFR 248.10 (f)(2)—Control of FDNP checks 	On-site observation or LA policy
	2. Is there a written procedure for assuring FDNP check security?	Y / N	<ul style="list-style-type: none"> State Policy 1100—Local Program Responsibilities, ¶12.0 	
3. Is a physical inventory conducted at least once during the FDNP season or issuance period?	Y / N			
G.	Nutrition Education			
	1. Is nutrition education concerning the consumption of fresh fruits and vegetables made available to FDNP participants?	Y / N N/A	<ul style="list-style-type: none"> State Policy 1100—Local Program Responsibilities, ¶4.0-4.2 7 CFR 248.9 (a)—Nutrition education, Goals 	Client Processes: <ul style="list-style-type: none"> Farm Direct Issuance screen (VM650S) Appointment Scheduler: <ul style="list-style-type: none"> Group Education Classes screen (AS220S) Vendor Mgmt: <ul style="list-style-type: none"> WIC Participants Receiving Farm Direct Checks report
2. Is this nutrition education documented?	Y / N N/A			
H.	1. Are all clients receiving FDNP checks for the first time in the current year also receiving an orientation to the program, including required elements 3.0-3.6 of State Policy 1100?	Y / N	<ul style="list-style-type: none"> State Policy 1100—Local Program Responsibilities, ¶3.0 7 CFR 248.10 (i)—Instructions to recipients State Policy 1100—Local Program Responsibilities, ¶3.0-3.6 &5.0 	Client Processes: <ul style="list-style-type: none"> Farm Direct Issuance screen (VM650S) Appointment Scheduler: <ul style="list-style-type: none"> Group Education Classes screen (AS220S) Vendor Mgmt: <ul style="list-style-type: none"> WIC Participants Receiving Farm Direct Checks report

Summary of Review: