Date: __6/30/2014____ Notice Number: 2014-08

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<th>Volume 1</th>
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Chapter: 6 – Monitoring and Audits
Section: See Table of Revisions
Policy/Recommendation/Description/Procedure:

| Type of Action/Change: | ☑ Supersedes | ☐ New | ☐ Delete |

If you have questions about this revision or wish additional copies, call or write:

Department of Health
State WIC Nutrition Program
P.O. Box 47886
Olympia WA 98504-7886
Call: 1-800-841-1410

Explanation of Revisions:
- We updated policies related to Monitoring and Audits.
- We are reorganizing our Volume 2 WIC Manual policy chapters. We are creating more chapters for our administrative guidance policies to make it easier for you to access policies. See the Volume 2 – WIC Manual Crosswalk for more information about the changes and restructuring of Volume 2.
- We are posting Volume 2 chapters to the website, but not printing and sending them to clinics.
- The table of revisions on the next page lists high level changes to the chapter. Please review the new chapter for the specific changes to each policy.

Insert: N/A. We aren’t printing Volume 2 chapters.

Attachments:

- Memo
- Manual Revision
- Other ________________________________
Volume 2, Chapter 6 – Monitoring and Audits

Table of Revisions

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<tr>
<th>Policy/Page</th>
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<tbody>
<tr>
<td>Throughout chapter</td>
<td>We revised and reworded the chapter to meet Department of Health “Plain Talk” guidelines.</td>
<td>Plain Talk guidelines help make materials more clear and easier to read.</td>
</tr>
<tr>
<td>Throughout chapter</td>
<td>Most changes are format-related and didn’t change the intent of the policies.</td>
<td></td>
</tr>
<tr>
<td>“Biennial Program Monitor” p. 1 - 2</td>
<td><strong>Procedure:</strong> Added A, 1: State WIC staff work with clinic staff to determine a date for the on-site monitor with at least 2 months advance notice.</td>
<td></td>
</tr>
<tr>
<td>“Local Agency Yearly Self-Evaluation” p. 3 - 4</td>
<td><strong>Procedure:</strong> B: Added website address to access current monitoring tools including the Local Agency Self-Assessment Tool, Observation Tool and File Review Tool.</td>
<td></td>
</tr>
<tr>
<td>“Single Audit Requirements”</td>
<td><strong>Added policy:</strong> We moved this policy from the WIC Contract chapter to this chapter.</td>
<td>The content didn’t change.</td>
</tr>
</tbody>
</table>

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