

SECTION: Administration**SUBJECT: Documentation of Local agency staff review of WIC Numbered Memos**

POLICY

It is the policy of the Connecticut WIC Program that contracted WIC local agencies develop a system, according to their entity's policies, structure and size, to disseminate information sent by the State WIC office to all their staff in local, outlying and satellite clinics. Local agencies also need to keep on file supporting documentation that training has occurred.

Guidance

Local agencies shall develop a form for all staff to sign and date as verification they have read policy/procedure information received from the State WIC office.

These signed and dated forms will be kept on file for review during the monitoring visit.

All Numbered Memo's are distributed electronically by the State WIC office. Memos may be printed and signed by each local agency staff or a log maintained indicating the Memo was read by all Local agency staff.

A record of signatures shall be kept at the lead local agency.