

# **Maine Center for Disease Control and Prevention WIC Nutrition Program**

Effective: October 1, 2011

Policy No. VM-4

Revised: October 1, 2022

## **Routine Monitoring**

### **Authority**

7 CFR 246.4(a)(14)(iv) and 246.12(j);  
22 MRSA §255; and  
10-144 CMR Chapter 286 §IV.F

### **Policy**

1. Routine monitoring visits will be conducted by State Agency staff.
2. During each fiscal year, at least five (5) percent of all authorized vendors (excluding high-risk vendors) will be monitored.
3. The State Agency will use a combination of periodic, scheduled reviews and complaints to determine whether a vendor is selected for routine monitoring.

### **Procedures**

1. During a routine monitoring visit State Agency staff will:
  - 1.1 Check the vendor's inventory and/or inventory records to determine if the vendor meets the State Agency's minimum requirements for the variety and quantity of supplemental foods.
  - 1.2 Determine whether the vendor accepts forms of payment other than eWIC benefit cards, such as cash, personal checks, and credit cards, to provide information on whether the vendor is an above-50%-vendor (refer to policy VM-1 Vendor Selection and Authorization).
  - 1.3 Check vendor's receipts for purchase of infant formula to ensure that the infant formula is obtained only from the State agency's list of infant formula manufacturers registered with the Food and Drug Administration, and infant formula wholesalers, distributors, and retailers licensed under State law.
  - 1.4 Receive the vendor's shelf prices and/or validate the vendor's price list.
  - 1.5 If possible, observe eWIC benefit card transactions.
  - 1.6 Perform an educational buy.
  - 1.7 Interview the manager and/or employees.
  - 1.8 Review employee training procedures.