
Purpose To outline minimum requirements for program monitoring and to provide guidance on ongoing evaluation.

State Agency Management Evaluations The State Agency is required to conduct a management evaluation of each WIC local agency every two years.

- The management evaluation includes evaluation of management, certification, nutrition education, participant services, civil rights, accountability, financial systems, and food delivery systems, including vendor monitoring.
- State Agency staff and the local WIC agency will jointly plan the two-year evaluation schedule.
- During each biennial evaluation 20% of the local agency's clinic sites must be visited.
- The State Agency has standardized forms used in the evaluation process.
- Written reports containing the results of the monitoring visits will be sent to the local agency WIC Director.
- The local agency must respond to the State Agency's report of findings, within 60 days of receipt of the report. The response should include timeframes for implementing corrective action and other items as directed by the State Agency.

WIC Performance Measures The Nebraska WIC Program utilizes a set of WIC performance measures to provide ongoing evaluation of Program quality, efficiency and effectiveness.

- Performance measure reports are sent out routinely to all WIC local agencies.
- WIC local agencies should retain these reports to be used within the agency and as part of the annual planning process.
- A Performance Measurement Training Guide is provided to each WIC local agency. Contact the State Agency if your agency needs an additional copy.
- Performance measures will be used in the local agency management evaluation to identify areas for further review.

Local Agency Self Monitoring Requirements Self-monitoring should be completed by local agencies to review agency WIC operations and operations of the agency's WIC clinics and any contractors.

- WIC local agencies should complete self-monitoring on an annual basis.
 - Self-monitoring should address the following areas:
 - Clinic management and services.
 - Nutrition, breastfeeding and health education.
 - Food Delivery.
 - Vendor management.
 - Administrative operations.
 - Other contractor services.
 - The State Agency has standardized forms for use in self-monitoring.
 - Self-monitoring should be incorporated into the local agency's quality assurance plan.
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**Federal
Monitoring**

- USDA-FNS periodically conducts management evaluations of the WIC State Agency to assess the accomplishment of program objectives.
 - As a part of evaluations or audits at the state or federal level, USDA may conduct site visits at the local agency.
- The State Agency must submit a corrective action plan, including implementation timelines, within 60 days of an FNS management evaluation report of findings.