

Local Agency Application Review Form

Local Agency Name:

Reviewers:

Application Checklist				
Document	Submitted	N/A	Complete	Incomplete
Cover Sheet Signed (Page 1)- Required				
WIC Local Agency Information (Page 2)- Optional				
WIC Staffing Plan (Page 3-4)- Optional				
Organizational Chart- Optional				
Potentially Eligible and Client Services (Page 5)- Optional				
Outreach Plan and Public Notification (Page 6)- Optional				
Fit WIC Classes (Page 7)-Optional				
WIC Nutrition and Breastfeeding Services (Page 8)- Optional				
WIC Staff Training and In-Services (Page 8)-Required				
Budget Justification (Page 9)- Required				
WIC Funding Level and Budget -Required				
Budget-Required				
Indirect Cost Agreement- Required, if charging				
Nutrition and Breastfeeding Plan- Required				
Certification Regarding Lobbying (only for NH and NACA)				

Application Review Sheet				
Requirement	Reviewer #1	Reviewer #2	Reviewer #3	Comments
WIC Local Agency Information				
All local agency information is completed				
Staffing Plan and Organizational Chart				
Staffing Plan is reasonable given caseload and # clinic locations				
Breastfeeding Lead is identified and has successfully completed the CLE course (see training plan)				
A date of determined competency is listed for all CPA staff				
Adequate supervision is available for staff				
Registered Dietitian is identified				
Registered Dietitian selection coincides with funding formula				
Registered Dietitian plan is adequate to ensure oversight of nutrition services as required				
For single staff clinics: a back-up staff person is identified and the back-up plan is adequate				
Potentially Eligible				
Service area meets client needs and is reasonable given agency and clinic locations				
Staff that speaks language of majority of clients is available				

Application Review Sheet

Requirement	Reviewer #1	Reviewer #2	Reviewer #3	Comments
Proposed clinic sites, hours of operation and days per month are reasonable given historical caseload				
Agency will target and serve primarily American Indian clients				
Outreach and Public Notification				
Public notification method will reach a majority of the public in the participation area				
Adequate description of how special populations will be targeted is provided and is adequate				
Outreach Plan is comprehensive and reaches referral agencies including IHS, other health care providers, social services providers and clients directly				
Outreach plan reflects resources, potentially eligible populations vs. caseload and service area size, location and type				
Fit WIC Classes				
The scheduling of Fit WIC classes coincides with the number of classes funded				
A variety of classes are provided.				
The number of clients per class is reasonable given the caseload				

Application Review Sheet

Requirement	Reviewer #1	Reviewer #2	Reviewer #3	Comments
The agency confirmed that the guidelines for Fit WIC classes will be followed OR the agency has an RD that can create classes that follow guidelines				
Budget and Budget Narrative				
Budget is calculated correctly, based on caseload, RD services, FIT WIC classes, satellite clinics and distance				
Budget line items tally to total in the total line				
Explanations of all line items are in budget narrative				
Line items seem reasonable given the agency size, staffing and caseload				
Budget narrative does not include any unallowable costs				
Budget narrative describes any cost allocations for costs such as GSA vehicles, shared space, copying, audits, etc.				
Indirect Cost Agreement is dated no earlier than 2013 (2012 okay if approved by Mindy)				
Indirect costs are calculated correctly using the percentage in the agreement				
Nutrition and Breastfeeding Plan				
Plan mirrors the ITCA plan.				

Application Review Sheet

Requirement	Reviewer #1	Reviewer #2	Reviewer #3	Comments
Objectives are reasonable given the current status of the issue/problem in the agency and agency resources				
Methods will impact the objectives listed				
Methods are reasonable given the local agency resources				
Evaluation plan will effectively evaluate the objectives/methods listed				
Training Plans				
Training Plans reflect both planned training and training already completed (on-going)				
Training Plans ensure that staff are on-track for completing Competency Units				
Training Plans ensure that staff are on-track for completing DEP courses				
Training Plans ensure that BF Lead will complete 8 hours continuing education in BF				
Training Plans ensure that staff will complete 10 hours continuing education in nutrition				