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| <p style="text-align: center;">Texas WIC Health and Human Services Commission</p> |
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Effective September 1, 2021

Policy No. QA:01.0

Quality Assurance Monitoring of Local Agencies

Purpose

To ensure that local agencies (LAs) comply with federal, state and local regulations, policies, and procedures.

Authority

7 CFR Part 246.11, 246.19; Quality Assurance Policies

Policy

Each Local Agency's clinical operations, fiscal management and food delivery systems must be monitored for compliance with federal, state, and local regulations, policies, and procedures at least once every two years.

Procedures

- I. Upon notification by the state agency (SA) of a quality assurance monitoring visit, the LA and Parent Agency must submit requested documentation within the provided timeframe as required in the contract.
- II. LA WIC Director may invite the Parent Agency's executive director and other appropriate personnel to attend any meetings scheduled with the SA Monitoring team.
- III. If applicable, the LA must submit an approved Corrective Action Plan within 14 business days upon receipt of the Quality Assurance Monitoring Report. SA staff may request additional information or explanation from the LA.
- IV. The SA shall notify the LA regarding their review status within 10 business days of the monitoring review completion.