

	10.1.5 Expenditure reports are done in accordance with grant RFP requirements	FD								
	10.1.6 Inventory records are tracked according to state policies and submitted Feb 15 each year	FD								
<i>Administrative Expenditures Documentation</i> 10.2.0	10.2.1 There are adequate source documents to verify expenditure reports	FD								# 31
	10.2.2 Personnel expenses are allocated correctly	FD								#32
<i>Effective Property Management System</i> 10.3.0	10.3.1 Equipment and supplies are managed according to federal regulations and state policies	FD								
	10.3.2 Program supplies and equipment are managed according to state policies	FD								

11.0 Information Management System

<i>11.1.0 Systems security</i>	11.1.1 There is adequate physical security for system hardware, and software.	FD								
	11.1.2 Confidentiality is maintained.	FD								
	11.1.3 Grantee has adequate security software to operate the WIC system	FD								
<i>11.2.0 Hardware</i>	11.2.1 There is adequate IT support for the WIC grantee									
	Total									

	AK WIC ME Standard		Y	N	N/A	Partial	Comments
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12.0 Breastfeeding Peer Counseling

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12.1.0 STAFFING	12.1.01 Is there a qualified BFPC coordinator on staff?	FD							
	12.1.02 Are there qualified BFPC hired?	FD							
	12.1.03 Have all peer counselors who provide BFPC services completed all required training?	FD							
	12.1.04 Is there an up-to-date BFPC training log to document that peer counselors participate in a meeting with the BFPC coordinator?								
12.2.0 SERVICES	12.2.01 Are the required minimum BFPC contacts made and are they within the appropriate time frames during the prenatal and postpartum period?								
	12.2.02 Are BFPC available during non-clinic hours?	FD							
	12.2.03 Do peer counselors stay within their scope of practice and make appropriate referrals?	FD							
	12.2.04 Does the local agency have a referral protocol for peer counselors and a list of referral resources for their agency/community?								
12.3.0 DOCUMENTATION	12.3.01 Are BFPC contacts documented appropriately?	FD							
12.4.0 FISCAL	12.4.01 Is BFPC staff time excluded from the quarterly time study?	FD							
	12.4.02 Are BFPC expenditures excluded from expenditures counted toward Breastfeeding Promotion and Nutrition Education?	FD							