WIC SEPARATION OF DUTIES AUDIT TOOL

Agency:_____Clinic: _____ Review Date: _____

Quarter Ending: _____WIC Coordinator or Designee: _____

1. Run the "Separation of Duties Audit Report" in TWIST. *
2. For all instances where the staff person who saved the income data is the same as the staff person who issued the benefits, audit at least 10% of records.
3. Call the participant ("customer service call") to verify the validity of the certification or provide an explanation (e.g., a mid-cert food package change).

Date of Certification	WIC ID #	Cardholder Name	Income Screen Saved by	Benefits Issued by*	Valid Certification?

**If the Audit Report is not available, select records to audit from the Daily Clinic Schedule per Policy 595e and compare Income screen staff to Food Package Assignment screen staff.*

Revised 10/14/13