**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 assigned the food package, and 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).

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