

WIC QUARTERLY VOUCHER AUDIT LOG

Agency: _____ Clinic: _____ Review Date: _____

Quarter Ending: _____ WIC Coordinator or Designee: _____

1. Randomly pull ____ (#) voucher stubs from the review time period and verify that they are completed with necessary signatures.
2. Retrieve the participant in TWIST using voucher stub information.
3. Verify that voucher issuance in the TWIST FI Lookup screen matches information on voucher stub and that there is a valid certification.
4. Verify that the person who assigned the food package is different from the person who printed it at certification.
5. If the same person assigned the package and printed the vouchers, call the participant to verify the validity of the certification or provide an explanation (e.g., a mid-cert food package change).
6. Is voucher stock and MICR toner kept in locked storage when not attended by staff?
 Yes No Location: _____

Voucher # (from voucher stub)	WIC ID # (from voucher stub)	WIC ID # and Voucher # in TWIST match?	Date issued in TWIST	Food Pkg assigned by	Vouchers printed by	Valid Certification or Food Pkg Change?