Attachment 2: Required Documentation Checklists

Checklists of Required Documentation

All Applicants:

Endorsed WIC Local Agency Application Cover page	☐
Completed WIC Local Agency Application	☐
Written Documentation of Agency Type	☐
Copies of Formal Agreements for Formal Referral Arrangements	☐
Letter of support from the Sponsoring Agency's governing body	☐
Letter of support from a community provider that would have a direct relationship with WIC Program (and CSFP, if applicable)	☐
Sponsor Agency Certificate of Incorporation	☐
Sponsor Agency Charities Registration	☐
NYS Department of State Registration	☐
Documentation of Sponsor Agency Federal ID Number from the Internal Revenue Service	☐
List of Board Members and their affiliations	☐
Sponsor Agency Mission and Vision statements	☐
Relevant Managerial Policies and Procedures: a. Emergency Preparedness and Disaster Plan b. Personnel Policies for hiring and terminating staff and evaluation of employee performance c. Records management d. Procedures for reviewing, updating and distribution of policies e. Internal Controls	 ☐ ☐ ☐ ☐ ☐
Table of contents from Sponsor Agency policy and procedure manual, including dates each policy or procedure was last updated	☐
Relevant Organizational Charts a. Executive management b. Corporate Structure c. Relationship of Sponsor Agency to WIC agency(ies)	 ☐ ☐ ☐
Sponsor Agency most recent audited financial statements	☐
Relevant most recent A-133 Audit Summaries	☐
Financial management policies and procedures: a. Cost containment b. Purchasing c. Grant management d. Financial reporting e. Budget development f. Employee time and attendance g. Cost allocation methodologies (including personnel, equipment, purchasing, space, etc.) h. Fringe benefit rate calculation methodology i. Indirect cost rate calculation methodology	 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Chart or table of major sources of funding	☐
Vendor Responsibility Attestation	☐
WIC Quality Assurance Documentation	☐

WIC Vendor Management Agency Applicants:

Agencies applying to provide Vendor Management services need to include all of the items listed under *All Applicants* and the following:

Endorsed WIC VMA Application Cover page	☐
Completed WIC VMA Application	☐
WIC Vendor Management Agency Organizational Chart	☐

Commodity Supplemental Food Program Applicants:

Agencies applying to provide Commodity Supplemental Food program services need to include all of the items listed under *All Applicants* and the following:

Endorsed CSFP Application Cover page	☐
Completed CSFP Application	☐
CSFP Organizational Chart	☐