



Section

VENDOR

Subject

TYPES OF MONITORING

SUMMARY

Vendor monitoring is a way to assess the vendor's ability to comply with Program requirements, and also reflects how well the WIC staff are training both the store staff and the participants. Monitoring visits are also a good time to visit with the vendor about any concerns or questions they have about the Program.

Vendor monitoring consists of either routine monitoring or compliance investigations. The first priority when determining who to monitor is to select any high risk vendors (see high risk criteria policy 02-01-12). If there are no high risk vendors, select a random combination of vendors to meet the minimum requirements.

ROUTINE MONITORING

Routine monitoring is accomplished by an educational buy (see policy 02-01-10). At a minimum, one-third of vendors need to be monitored each year. After a period of three years (depending on the amount of high risk vendors during this period), all vendors should have been monitored at least once.

COMPLIANCE BUYS

Compliance buys must be conducted on a minimum of five percent of vendors each year. Any high risk vendor should be first priority when determining whom to select for compliance buys. If the number of high risk vendors is less than five percent, the remaining vendors should be selected at random. See policy 02-01-11 for more about compliance buys.