

Required Reports

Policy

Iowa Administrative Code:

641-73.14(135) State monitoring of contract agencies. The department shall review contract agency operations through use of reports and documents submitted, state-generated data processing reports, and on-site visits for evaluation and technical assistance.

Iowa Administrative Code:

73.14(2) Request for written reports. The department may request written progress reports from contract agencies within specified times.

Iowa Administrative Code:

641 – 73.18 (135) Reporting. Completion of grant applications, budgets, expenditures reports and written responses to the department’s monitoring for the WIC program shall be conducted by contract agencies in compliance with the formats and procedures outlined by the department in the Iowa WIC Policy and Procedure Manual, as specified in the contract entered into by the department and the contract agency.

Authority

Iowa Administrative Code: 641-73.14(135)

Iowa Administrative Code: 641- 73.14(2)

Iowa Administrative Code: 641-73.18(135)

Procedure

WIC agencies must submit reports to ensure they are complying with federal and state regulations and policies and are being fiscally responsible with WIC funds. Reports are also required to be completed to describe progress made with agency work plans.

All local WIC agencies holding a contract to administer the WIC Program must submit reports as specified in the local agency contract to IowaGrants.gov. Due dates for required reports are found in the local agency contract.