

MEMORANDUM

ACTION MEMO # 13-10

TO: District Health Directors
District Administrators
District Program Managers
District Nutrition Services Directors

FROM: Debra L. Keyes, MA, RD 
Director
Georgia WIC Program

DATE: June 7, 2013

RE: Internal Self Reviews

Conducting Internal Self Reviews is a state and federal requirement for the WIC program. Half of the district clinics must be reviewed one year and all other clinics must be reviewed the following year.

A copy of the Self Review Summary, the findings and the name of the persons conducting the Self Reviews must be submitted to the Georgia WIC program quarterly (January 15th, April 15th, July 15th, and October 15th of each year). When submitting the Self Reviews, please include all materials used for any training conducted, your corrective action plans and sign-in sheets used during that timeframe. This policy becomes effective October 1, 2013.

If you have questions pertaining to this change, please contact Sonia Jackson at (404) 657-2908.

c: Lynn A. Flen - WIC Deputy Director, Program Operations & Nutrition Services
Sonia Jackson - Program Director

