X. Monitoring and Audits - Reporting Procedures		**PROCEDURE 10.001** Implementing Office: Community Health Administration (CHA) **Revised September 2019**
Approved by: _____ LaQuandra S. Nesbitt MD, MPH; Agency Director	**Review by Legal Counsel:** _____ Phillip Husband, Esq.; General Counsel	**Effective Date: 09/30/2014**

I. Authority	USDA
II. Reason for the Policy	**FED § 246.25 Reporting Requirements**
III. Applicability	DC WIC State and Local Agency Staff
IV. Policy Statement	Recordkeeping requirements: Each state and local agency shall maintain full and complete records concerning program operations. In addition to the current fiscal year, all records shall be retained for a minimum of three years following the date of submission of the final expenditure report for the period to which the report pertains.
V. Procedures	1. Local Agencies shall complete reports as indicated by the WIC State Agency. See **Appendix 10.001A-10.001B** for a list of reports, submission dates, format and instructions.
VI. Appendix	10.001A State Agency Reporting Deliverables 10.001B Local Agency Work plan and Quarterly Narrative Report
VII. Reference	12.001A Scope of Work