

**21—50.5(159,175B) Distribution of benefits.**

**50.5(1)** Iowa department of health and human services WIC client screening processes and records shall provide the basis for identifying recipients eligible for receipt of WIC FMNP vouchers. The department may contract with local agencies to certify eligible recipients and distribute SFMNP vouchers. Senior recipient eligibility criteria shall conform to Part 249.6 of Subpart C of Title 7 Code of Federal Regulations as of May 26, 2005.

**50.5(2)** Local agencies shall distribute vouchers to recipients in the manner specified by the department in the procedures guide. Local agency services shall include, but not be limited to, ensuring that:

- a.* Each recipient is issued vouchers during each distribution as authorized by the department.
- b.* The voucher serial numbers issued to the recipient correspond to the numbers in the distribution registry.
- c.* A proxy is allowed to act on behalf of a recipient.
- d.* Each recipient is provided a thorough explanation of program guidelines and recipient responsibility as outlined by the department.
- e.* All Iowa FMNP support materials are put into use as outlined by the department.
- f.* Accurate and complete records of all related Iowa FMNP activities in the possession of a local agency are maintained and 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. In the event of litigation or audit findings, the records shall be retained until all issues arising from such actions have been resolved or until the end of the prescribed retention period, whichever is later.
- g.* All agency records pertaining to this program are made available for inspection to representatives of USDA, the Comptroller General of the United States, the state auditor, the department, and other agencies working under contract with the department as necessary, at any time during normal business hours, and as frequently as is deemed necessary for inspection and audit. Otherwise, confidentiality of personal information on all recipients participating in the program shall be maintained at all times.

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