

**Complete All Sections**

All sections of FNS Form-698 must be completed and submitted each fiscal year. Once submitted, the form can no longer be changed. A new Form FNS-698 will be available for the next fiscal year.

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**PROFILE OF INTEGRITY PRACTICES AND PROCEDURES (PIPP)**

**SECTION 1: Vendor Selection, Limitation and Authorization**

FI = Food Instrument      CVV = Cash-Value Voucher

**1. The State Agency limits the number of vendors it authorizes:**

**2. Vendor applicants are notified of authorization within how many days of initial submission?**

**3. The State Agency contracts with vendors:**

Check only one box

- On an on-going basis
- Annually
- Every 2 years
- Every 3 years
- Other (specify below)  
Other time period:

**4. The WIC Program uses standard selection criteria for evaluating vendors which include:**

Check all that apply

- Minimum variety and quantity of authorized supplemental foods
- Competitive prices
- Lack of a record of criminal conviction or civil judgement for specified activities
- Lack of a history of serious vendor violations
- Lack of a history of serious Supplemental Nutrition Assistance Program (SNAP) violations
- Must be SNAP authorized
- Not currently disqualified from SNAP
- Must provide a variety of food other than WIC supplemental foods
- Must obtain infant formula only from the sources on the State Agency's list of infant formula wholesalers, distributors, and retailers, licensed under State law/regulations and manufactures registered with the Food and Drug Administration
- Must obtain prior approval to provide incentive items to WIC participants if the store derives more than 50 percent of its annual food sales revenue from WIC FI's
- Other (specify below)  
Other criteria used:

**5. Each vendor's prices are monitored to ensure that redemptions do not rise to a level that would make the vendor ineligible for authorization:**

**6. On-site visits are performed to verify information received during the authorization process.**

Check only one box

- For new vendors only
- For new vendors and for previously authorized vendors

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Research, Nutrition and Analysis, Room 1014, Alexandria, VA 22302. Do not return the completed form to this address.

**PIPP - Continued**

**SECTION 2: Pre- and Post-Payment Edit Systems**

FI = Food Instrument      CVV = Cash-Value Voucher

**1. The State uses pre-edit (before payment) or post-edit (after payment) screens for:**

Check all that apply

- |                        |                          |          |                          |           |                          |                |
|------------------------|--------------------------|----------|--------------------------|-----------|--------------------------|----------------|
| All FI's and CVV's     | <input type="checkbox"/> | Pre-Edit | <input type="checkbox"/> | Post-Edit | <input type="checkbox"/> | Not applicable |
| Sampled FI's and CVV's | <input type="checkbox"/> | Pre-Edit | <input type="checkbox"/> | Post-Edit | <input type="checkbox"/> | Not applicable |
| Other:                 | <input type="checkbox"/> | Pre-Edit | <input type="checkbox"/> | Post-Edit | <input type="checkbox"/> | Not applicable |
| Other:                 |                          |          |                          |           |                          |                |

**Percent of sampled FI's and CVV's:** \_\_\_\_\_ %

**2. The State Agency screens FI's and CVV's through a pre-edit (before payment) or a post-edit (after payment) process to detect the following:**

Check all that apply

No WIC agency validation stamp	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
No vendor stamp	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Illegible vendor stamp	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Invalid vendor stamp	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Counterfeit vendor stamp	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Invalid vendor number	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Canceled vendor number	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Vendor number not on file	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Post date (cashed before 1st date of use)	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Stale date (cashed after end use date)	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Altered date	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Altered signature	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
No signature/counter signatures	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Mismatch signature	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Excessive dollar amount (fill in amount below)	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Altered dollar amount	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Dollar amount in pencil	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
Illegible dollar amount	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
No dollar amount	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
No participant name	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen
FI or CVV submitted late for payment	<input type="checkbox"/>	Pre-Edit	<input type="checkbox"/>	Post-Edit	<input type="checkbox"/>	Does not screen

**Excessive dollar amount:** \_\_\_\_\_ %

Leave blank if State does not screen

**SECTION 3: Food instruments**

FI = Food Instrument      CVV = Cash-Value Voucher

**1. The FI and CVV used is:**

Check all that apply

- CHECK                      (a negotiable FI or CVV which is processed for payment through the vendor's bank)
- VOUCHER                    (a non-negotiable FI or CVV which is processed for payment through the State Agency)
- DRAFT                        (a negotiable FI or CVV which is processed for payment through a fiscal intermediary)
- EBT CARD

**2. FI's and CVV's are generally issued:**

Check only one box

- Monthly
- Every 2 months
- Every 3 months
- Other (specify below)

Other time period:

**3. Average number of FI's and CVV's:**

Enter the average number of food instruments issued per participant per month:

**4. The maximum value on the FI's is hidden:**

**5. FI's and CVV's are routinely mailed to participants:**

Mailed statewide or in certain areas on a routine basis. (Do not check Yes if FI's are routine mailed for inclement weather)

**PIPP - Continued**

**SECTION 4: Sanctions**

FI = Food Instrument      CVV = Cash-Value Voucher

**1. The State Agency uses a point system in sanctioning vendors**

**2. Vendors who are disqualified but who subsequently request an administrative hearing:**

Check only one box

- May accept WIC FI's and CVV's during the appeal process
- May not accept WIC FI's and CVV's during the appeal process
- Determined on a case-by-case basis

**SECTION 5: Vendor Relations**

**1. The State Agency meets with representatives from retailer associations to resolve problems and solicit ideas on improvements in WIC program operations.**

Check all that apply

- At least once a year
- Every 2 years
- Once every 5 years
- Less frequently than every 5 years
- As needed

**SECTION 6: Compliance Buy Procedure**

**1. Check below the types of Compliance Buys conducted when a suspect vendor is investigated:**

Check all that apply

Trafficking (exchange of FI's or CVV's for cash)	<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
Sale of non-food items	<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
Sale of unauthorized/excessive food items	<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
Sale of alcohol/tobacco	<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
Safe Buy (all FI's or CVV's purchased to see if vendor will overcharge)	<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
Partial Buy (not purchasing all FI's or CVV's to see if vendor will charge for food not purchased)	<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never

**2. Compliance buys are usually conducted by:**

Check all that apply

- Neighborhood residents or program participants employed by WIC
- Local WIC Agency staff
- WIC State Agency subdivision/region staff
- WIC State Agency staff
- Other State Agency staff
- Investigators retained on a contract basis
- Law enforcement bodies