

310.19

Local Agency Integrity Coordinator Guidelines

Qualifications and Requirements

Qualifications The Local Agency Integrity Coordinator must have a high school diploma or the equivalent.

Desirable skills The following experiences or skills are desirable:

- Computer skills, especially word processing and/or data entry, and documentation,
- Familiarity with social media sites, and
- Good written communication skills.

Travel requirements Travel to outlying vendors may be required.

Supervision of the Local Agency Integrity Coordinator The Local Agency Integrity Coordinator is responsible to either the director of the local employing agency, the agency’s WIC program coordinator and/or clinic manager, and may receive technical assistance from agency professional staff and staff at the State WIC office.

Responsibilities

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- Responsibilities** The Local Agency Integrity Coordinator must:
- Assist in monitoring potential program fraud including participant, agency and vendor fraud,
 - Report and suspected participant, agency, and vendor fraud, and
 - Assist the State Integrity Coordinator when needed.
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