



Missouri Department of Health and Senior Services

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Bret Fischer
Acting Director



Eric R. Greitens
Governor

January 23, 2017

To: Local WIC Provider Administrators and Staff

From: Susan White 
Chief, WIC and Nutrition Services

Subject: **WIC Audit Closure for Federal Fiscal Year 2011**

You are hereby authorized to proceed with the destruction of any and all WIC records that you may choose to destroy for **Federal Fiscal Year 2011 (through September 30, 2011)** unless prohibited from doing so by other state or local restrictions. At the time of destruction, all audits should be closed and there should be no outstanding findings or related issues for FFY end September 30, 2011.

All records with participant or vendor identification should be destroyed in such a manner as to protect their privacy. Therefore, please consider destruction by means of a shredder or incinerator. Please keep this letter with documentation of what was destroyed and how it was destroyed for monitoring purposes. Please refer to the WIC Operations Manual (WOM) electronic record (ER) # 1.06000, Local WIC Provider Record Retention and Destruction, for more information on destruction of records. If you have further questions or need assistance, please contact Jennifer Roberts, Operations Manager, at (800) 392-8209.

Thank you for your continued commitment to the health and nutrition of Missouri women, infants, and children.

SW/jr

c: WICNS Program Staff

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.