



KANSAS WIC POLICY MEMORANDUM
KANSAS-WIC-P-2016-10

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: July 28, 2019

RE: Employee and Client Sanctions File - PRI 02.00.00 Program Abuse and Sanctions, Employee and Client

REMINDER: This policy update first appeared in the September 2015 "P-Memo:

Policy Update: PRI 02.00.00 Program Abuse and Sanctions, Employee and Client

[Policy PRI 02.00.00 Program Abuse and Sanctions, Employee and Client](#), Program abuse by employees has been added as well as a requirement for maintaining a sanctions file for employees and clients. The requirement to maintain an employee and client sanctions file is a result of the Federal management evaluation that was conducted at the State Agency. These files will be reviewed as part of the local agency management evaluation process.

Action Required: Inform staff and review policy. Develop and maintain an employee and client sanctions file.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.