

## Two-Person SOD versus One-Staff Certifications

The chart below shows key differences between the **Two-Person SOD** process and **One-Staff Certifications**. Use it to determine which process best fits your circumstances.

**Two-Person SOD** is preferred whenever possible. SOD plan must be approved by the state.

Refer to [Section 1.18: Separation of Duties](#) for complete procedures and requirements.

	Two-Person SOD (Preferred)	One-Staff Certification (Exception)
<b>When to Use</b>	When the agency has adequate staff to allow for two WIC staff to be involved in every certification within the SOD timeframe.	When the agency lacks sufficient staff to complete two-person SOD requirements within the SOD timeframe.
<b>WIC Staff Role(s)</b>	Staff 1 (CPA): Determines medical/nutrition risk and completes certification. Staff 2: Verifies and documents income/eligibility (does not need to be present at cert).	Staff 1 (CPA): Determines and documents both income eligibility and nutrition risk for the certification. Staff 2: Completes and documents a <b>bi-weekly post-review</b> of one-staff certification records.
<b>Documentation Timeframe</b>	21 days before certification to up to 14 days after certification	Within 14 days after certification
<b>Documentation Requirements (completed by Staff 2)</b>	Participant Record- Income page: SOD documented same day while in <i>Certification Mode</i> . or SOD-Income note: SOD documented outside of <i>Certification Mode</i> .	Post-Review: <a href="#">Exhibit 1-Q Local Agency Internal Chart Review for One-Staff Certifications</a> and SOD- Review Note
<b>SOD Oversight Requirement</b>	<b>Quarterly</b> review of SOD reports	<b>Bi-weekly</b> post-review of all non-breastfeeding infant certification records and at least 20% of all other one-staff certification records
<b>Scanning Required</b>	May be required in some situations. <i>Delete scanned record(s) after verified.</i>	Yes- Always required. Adjunctively eligible: Proof of ID Non-Adjunctively eligible: Proof of Income <i>Maintain scanned record(s) in the Information System for ME.</i>

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