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**DATE:** March 6, 2019  
**TO:** WIC Coordinators  
**FROM:** Nutrition and Clinic Services Unit  
**SUBJECT:** Separation of Duties – Revised InfoView Report

As a follow up to the recent Federal Management Evaluation, last week's [Wednesday Update](#), provided additional information on the repeat finding related to Separation of Duties (SOD). The memo described how Local Agencies must meet this Federal requirement.

The InfoView report, **Certifications Completed by One Staff Person (SOD)** is now modified with new criteria to assist agencies with record reviews. The report function includes criteria to show participants on the report if a **SOD-Income note** has been written within the time period, **but the same person** is recorded as having both written the note and completing the certification. An agency using a two-person certification model would normally expect to see no results when running this report. If there are report results, the agency will need to review the record(s) and add a **Separation of Duties (SOD) Reviewed** note.

**Action Required.** The new report is posted to the INFOVIEW TEMPLATES >> Agency Management >> Audits/Chart Reviews folder. To assure you are running the correct report, you must copy the revised report, save it to your *favorites* folder in Infoview and delete previous versions of the report. **Tip:** In your *favorites* folder hover over the report title; a text box appears with a brief report description. Check the date in the column “*created on,*” to make sure you are running the most recent version of the report.

If you have any questions about using this report or about monitoring for SOD, please contact your State WIC Consultant.