

STATE AGENCIES (FNS-698) AND (FNS-699)

State agencies use the FNS-698 form to report their vendor management policies and practices and the FNS-699 form to provide aggregate data on State agency operations. This information is located in the State Agencies section of the TIP application. The system is designed to pre-populate data fields for the following fiscal year once the data has been submitted to FNS each year. State agencies must verify that the information in the system is still accurate and resave the forms each year before they can submit the file to FNS. Files must be submitted by February 1st each year.

State Agency TIP and PIPP Aggregate Forms

1. To locate the State agency TIP and PIPP forms users must click on the *State Agencies* button located on the tan menu bar next to the vendors tab.
2. The Search on State Agency Information screen will appear.
 - Select the Fiscal Year the data pertains to.

Click on the *Submit* button.

USDA United States Department of Agriculture
Food and Nutrition Service

WIC TIP
WIC The Integrity Profile (TIP) System

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Vendors | State Agencies | Reports | Submit FY Forms

Welcome to WIC TIP

Today's Date: Tue Feb 26, 2008 07:01:07 CST

From the System Administrator

- Welcome to WIC TIP version Name: TIP-R1_9_0_1-RELEASE


3. Verify the fiscal year and State agency are correct.
4. Select the FNS-698 or FNS-699 form by double clicking on the form under the *View Forms* column.
5. The form appears as a view only screen. Users can see data from the previous fiscal year's submission on this view only screen.


WIC TIP ::State Agencies - Search Results - Windows Internet Explorer


https://stars.fns.usda.gov/tip/agency/inqStateAgenciesCriteria.do

File Edit View Favorites Tools Help

WIC TIP ::State Agencies - Search Results


 United States Department of Agriculture
Food and Nutrition Service


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Agency Menu

- Inquire/Update State Agencies
- Set Permissions

Your search criteria:
State Agency=ACL, NM; FiscalYear=2007

State Agencies Found: 1

To view data about a State Agency, select either FNS 698 or FNS 699.

View Forms		State Agency	Fiscal Year
FNS 698	FNS 699	ACL, NM	2007

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STATE AGENCIES (FNS-698) AND (FNS-699)

State Agency TIP and PIPP Aggregate Forms Continued

6. You will notice that the form you selected will appear on the far left side of the screen under Agency Menu.
7. The FNS-698 form allows users to click on each page of the form by clicking on the section buttons on the left side of the screen or by clicking on the *Go Next* button at the bottom of each screen.

The screenshot shows the WIC TIP system interface in Internet Explorer. The browser address bar displays <https://stars.fns.usda.gov/tip/agency/viewPIPP.do>. The page header includes the USDA logo and the text "United States Department of Agriculture Food and Nutrition Service" on the left, and the WIC TIP logo and "WIC The Integrity Profile (TIP) System" on the right. Below the header is a navigation bar with links for "Home", "Print", "New Window", "Contact Us", and "Logout". A secondary navigation bar contains "Vendors", "State Agencies", "Reports", and "Submit FY Forms".

The main content area is divided into two columns. The left column is the "Agency Menu" with expandable sections: "Inquire/Update State Agencies", "Set Permissions", "FNS 699", and "FNS 698". Under "FNS 698", sections 1 through 4 are listed. The right column displays the details for the selected state agency:

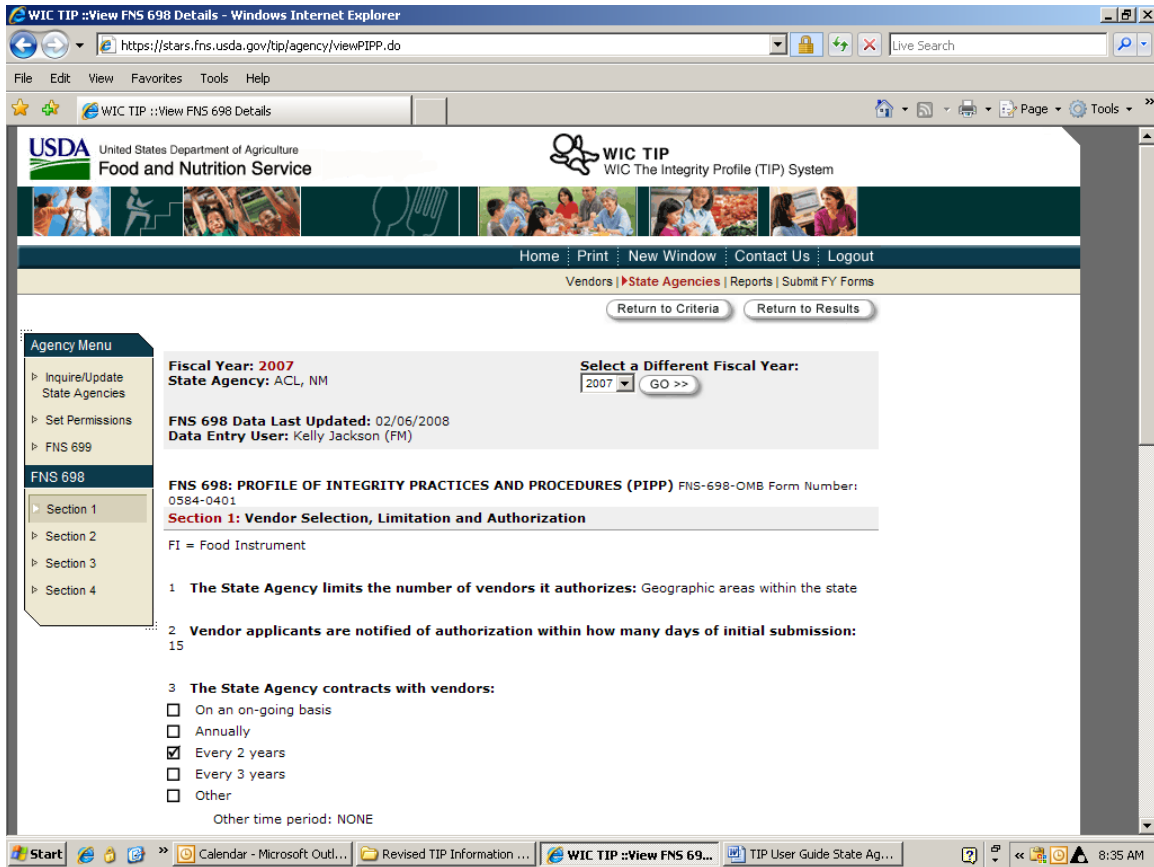
- Fiscal Year:** 2007
- State Agency:** ACL, NM
- Select a Different Fiscal Year:** 2007 (dropdown) and GO >> button
- FNS 698 Data Last Updated:** 02/06/2008
- Data Entry User:** Kelly Jackson (FM)
- FNS 698: PROFILE OF INTEGRITY PRACTICES AND PROCEDURES (PIPP)** FNS-698-OMB Form Number: 0584-0401
- Section 1: Vendor Selection, Limitation and Authorization**
- FI = Food Instrument
- 1 **The State Agency limits the number of vendors it authorizes:** Geographic areas within the state
- 2 **Vendor applicants are notified of authorization within how many days of initial submission:** 15
- 3 **The State Agency contracts with vendors:**
 - On an on-going basis
 - Annually
 - Every 2 years
 - Every 3 years
 - Other
- Other time period: NONE

8. Double click on the *Update* button at the bottom of the screen. Users must access this screen in order to edit and save the data for submission to FNS.
9. This screen allows users to edit the data fields as required. After completing each section of FNS-698, click on the *SAVE + Go Next* button to move to the next section.

10. State agencies must submit the FNS-698 and FNS-699 form to FNS each year regardless of whether or not changes were made to the data.

11. Users can save the forms by clicking on the Save button at the bottom of the screen.

Users must save each form regardless of whether or not changes have been made to the FNS-698 or FNS-699 forms in order to submit the data to FNS.



WIC TIP ::View FNS 698 Details - Windows Internet Explorer

https://stars.fns.usda.gov/ftp/agency/viewPIPPsect4.do

File Edit View Favorites Tools Help

WIC TIP ::View FNS 698 Details

on improvements in WIC program operations:
The type of compliance buys conducted when a suspect vendor is investigated

Trafficking (exchange of FI's for cash)	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Sale of non-food items	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Sale of unauthorized/excessive food items	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Safe Buy (all foods on FI purchased to see if vendor will overcharge)	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Partial Buy (not purchasing all foods on FI to see if vendor will charge for foods not purchased)	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

2 Compliance buys are usually conducted by:

- Neighborhood residents or program participants employed by WIC
- Local WIC agency staff
- WIC state agency subdivision/regional staff
- WIC state agency staff
- Other state agency staff
- Investigators retained on a contract basis
- Law enforcement bodies

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-041. The time required for completing this collection is estimated to take 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the information collection.

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