

Food Instrument Inventory and Security

Policy

USDA Federal Regulations: 246.12(p) Food instrument and cash-value voucher security. The State agency must develop standards for ensuring the security of food instruments and cash-value vouchers from the time the food instruments and cash-value vouchers are created to the time they are issued to participants, parents/caretakers, or proxies.

For EBT and print-on-demand food instruments and cash-value vouchers, the standards must provide for the accountability and security of the means to manufacture and issue such food instruments and cash-value vouchers.

246.12(r) Issuance of food instruments, cash-value vouchers and authorized supplemental foods. The State agency must:

(2) Signature requirement. Ensure that the participant, parent or caretaker of an infant or child participant, or proxy signs for receipt of food instruments, cash-value vouchers or authorized supplemental foods, except as provided in paragraph (r)(4) of this section;

Authority

7 CFR Part 246.12(p)*excerpt*
7 CFR Part 246.12(r)(2)

Procedures

The terms food instruments (FIs) and eWIC, may be used interchangeably. Unless described otherwise, all policy references to WIC FIs include both eWIC for specified supplemental foods and the CVV/CVB for fruits and vegetables.

Inventory management:

- The state office will monitor the data system generated alerts for eWIC card replenishment. When an agency goes below the Replenishment Threshold the state will send eWIC card stock to the agency.
- When cards arrive at a local WIC agency, two different staff members must be involved with receiving and verifying the shipment. The first staff member will “receive” the cards thus adding them to the local agency inventory for issuance. After receiving, a different staff member will “verify” the shipment was received.
- Once the verification process is complete, the Currently On Order field and the Current Order Date field in the data system will be cleared.

Confirmation of receipt of food benefits is signed by the parent, guardian, applicant or proxy to acknowledge that benefits were received. The confirmation signature is captured and stored

within the WIC data system. The following information is stored under File – Signature History:

- Signature date and time
- Signature pad text, PAN number and benefit month(s) start and end dates
- Signature
- Person type
- Signee name and
- Proof of identity

There may be times during the confirmation process that the signature may not be available which requires a No Signature Capture Reason. The WIC data system drop down will allow for the following No Signature Capture Reasons:

- Equipment malfunction
- Mailed
- Refused
- Account balance correction
- Reissuance- client not present
- R&R Verbally Confirmed
- TeleWIC
- Translated document
- NE Class and
- Wichealth.org

Investigator Family is also a reason but is NOT used by local agency staff.