

**SECTION: Food Delivery****SUBJECT: Unused eWIC Card Stock Inventory****POLICY**

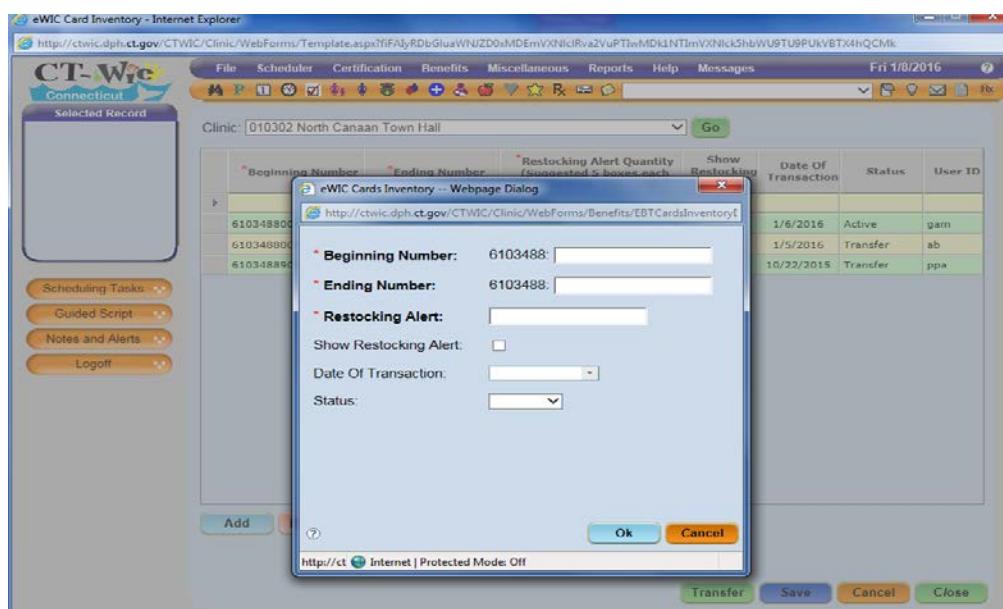
In order to minimize the chances of a theft or loss of unissued eWIC card stock on hand, local agencies will use a locked storage area for all eWIC card stock that is intended for immediate use.

The unused eWIC card stock distribution report provides the ranges of eWIC card numbers and total number of eWIC cards in each agency. Cards are ordered as needed and shipped to local agencies from the State Office.

The Food Resource and Vendor Management (FRVM) Supervisor manages the unused eWIC card stock process at the State WIC Office. Each month the local agencies must perform a reconciliation of physical inventories of the unissued eWIC card stock in CT-WIC.

For reordering purposes, the Coordinator must set a Restocking Alert in CT-WIC to a manageable number for the agency. Once an alert is received, complete and submit the Supply Order Form. Order in quantities of boxes of 500. Once the eWIC cards have been received, follow the instructions below.

- In Clinic Module, select only the Main Office or Permanent Satellite Site/Office
- Go to "Benefits" Screen, "eWIC Card Inventory" screen
- Select the Main Office or Permanent Satellite Site/Office and "Add" the range(s) of the eWIC card stock (500 per box). Do not enter the last digit in each card range.
- Once delivered, verify the card numbers received with the information in the email sent by the WIC Secretary. Email the WIC Secretary with confirmation of receipt within three (3) days of the delivery.



The Coordinator or his/her designee must run the Unused eWIC Card Stock report for their own agency and conduct a physical inventory of eWIC cards on hand. The Unused eWIC card Stock

Inventory Report must be reconciled to the physical inventory of the eWIC card stock on the premises by making a notation confirming each batch of eWIC card stock that has been located and explain any missing eWIC card stock in the notes.

These procedures will be followed for all reported occurrences of damaged eWIC cards or in cases involving a theft and/or loss of unissued WIC eWIC card stock at local agencies:

- Determine the extent of the loss and make a list of all eWIC card numbers involved.
- Notify the local police department and the State WIC office immediately.
- Local agency staff must write a description of the theft and/or loss including date and time discovered and surrounding circumstances.
- Forward copies of both the police report and local agency reports to the State WIC office.