

**Farmers' Market Nutrition Program
Unissued FMNP Check Report Form
(Lost, Stolen, Damaged, Improperly Distributed, Active or Unused)**

INSTRUCTIONS – Also refer to WPM Section 800-41.

- A. Check the box which best describes the reason for completing this form.
- **Lost or misplaced** – Checks cannot be accounted for prior to issuance.
 - **Stolen** – Checks were purposefully taken by unauthorized person prior to issuance.
 - **Damaged** – Checks are torn, mutilated, or stuck together in a way that prevents them from being issued.
 - **Improperly Distributed** – Checks were given to participant without being issued in ISIS.
 - **Active or Unused after 9/30** – Checks that were returned or never issued to a participant and remain at the clinic site.
- B. Enter today's date. This form must be completed within 5 days of incident.
- C. Enter Agency number, name and clinic site.
- D. Enter the name of the person filing the report and signature verifying the information.
- E. Enter the individual check serial number(s) if less than one full booklet or check booklet serial number range if full booklet(s).
- Enter lost, stolen or damaged checks.
 - Checks distributed to participants and **not documented in ISIS with inventory code I (issued)**. If a check has been redeemed, the inventory status cannot be changed.
 - Enter all checks remaining in the clinic after 9/30 with inventory status code A (active) or U (unused). These checks must be coded V (void) in ISIS and shredded.
- F. Code the checks in the ISIS FMNP inventory screen with status V (void) if damaged, lost (misplaced), or stolen **prior to issuance**.
- G. Enter the date the checks remaining in the Agency or clinic after 9/30 were destroyed. The signature on the form verifies the checks were destroyed.
- H. Describe the how the checks were lost, stolen, damaged, or improperly distributed and the corrective actions taken.
- I. Email or fax this form to the State WIC FMNP Coordinator.

CA WIC Program
FMNP Coordinator
3901 Lennane Drive
Sacramento, CA 95834
FAX (916) 263-3314
wicfmp@cdph.ca.gov

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	Reason checks were not issued				
A	Lost	Stolen	Damaged	Improperly Distributed	Active or Unused after 9/30
B	Today's Date:				
C	Agency Number	Agency Name	Clinic Site		
D	Local Agency Reporting Name			Signature	
E	Individual Check Serial Number(s) (If less than one complete booklet.)				
	Check Booklet(s) Serial Numbers Beginning #		Ending #		
F	Were check(s) coded V (void) in ISIS?		Yes	No	
G	Date checks remaining in Agency or Clinic after 9/30 were destroyed:				
H	<p>Please describe the circumstances of how the WIC FMNP check(s) was lost or misplaced, stolen, damaged, or improperly distributed prior to issuance in ISIS. Explain the corrective actions taken by your agency to resolve and/or prevent similar incidences from happening in the future. Attach supporting documents such as a police report or the Check Booklet Issuance Log.</p>				

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