

Subject: WIC Card Stock Management**Item: WIC Card Stock Security and Inventory**

PURPOSE

To establish administrative policy and procedures for California WIC Card (WIC Card) stock safety and security, shipment, inventory, ordering, and distribution to ensure program integrity.

POLICY

- I. Local agency (LA) staff must:
 - A. Designate at least two (2) staff persons as the primary and secondary contact to receive and manage WIC Card stock shipment and inventory.
 - B. Ensure safety and security of all WIC Card stock received from the CDPH/WIC contractor until WIC Cards are issued, voided, transferred, and/or destroyed.
 - C. Establish internal policy and procedures to ensure the safety and security of all WIC Card stock received.
 - D. Ensure proper monitoring and inventory control of WIC Card stock on monthly basis.
 - E. Receive and enter WIC Card stock inventory into WIC Web Information System Exchange (WIC WISE) before distributing WIC Cards to LA sites for issuance to participants.
 - F. Reorder WIC Card stock when the supply is low in order to meet the ongoing demand and program needs of the LA sites.

PROCEDURES

- I. WIC Card Stock Security
 - A. WIC Card stock must be placed in secure and locked storage at all times except when needed for immediate daily use.
 - B. Access to the keys and storage area must be limited only to authorized LA staff.
 - C. For procedures regarding lost or stolen WIC Card stock and how to dispose of WIC Card stock, refer to WPPM 330-20.
 - II. WIC Card Stock Shipments
 - A. Upon receipt of WIC Card stock shipments, designated LA staff must:
 1. Verify the quantities and WIC Card stock serial number ranges printed on the boxes/cartons against the packing slip.
 2. Open and inspect individual boxes with broken factory seals, if needed.
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3. Report any discrepancies to CDPH/WIC by emailing WICCardstock@cdph.ca.gov within one business day. Prior to contacting CDPH/WIC, the discrepancies must be verified by a second LA staff person or the Site Supervisor.
4. Store the card stock in a secure and locked storage area.

III. WIC Card Stock Inventory in WIC WISE**A. LA staff must:**

1. Assign card serial number ranges from each shipment to WIC WISE at site level. Surplus WIC Card stock inventory must be entered at LA level.
2. Establish a minimum restocking threshold to meet the LA program needs and minimize disruptions of WIC services.
3. Transfer and send the surplus WIC Card stock to site(s) within the LA or from another site before WIC Cards are issued to participants, as needed.
4. Establish procedures and maintain the records to monitor WIC Card stock inventory at the agency, as well as the site levels, on a monthly basis.

IV. WIC Card Stock Ordering**A. WIC Cards must be ordered through the CDPH/WIC. LA staff must:**

1. Download the fillable the *Card Stock Order Form* from the Local Agency SharePoint Site (LASS).
2. Complete and submit the form to WICCardstock@cdph.ca.gov. Orders will be shipped to the address on file within five (5) to seven (7) business days of the order request date from the CDPH/WIC contractor.
3. Notify CDPH/WIC of changes in the LA shipping address or staff contact by emailing WICCardstock@cdph.ca.gov.

AUTHORITY:

[7 CFR §246.12\(p\)](#)

CROSS REFERENCE:

WPPM 330-20 Lost, Stolen, Damaged WIC Card Replacement
CDPH/WIC Card Stock Order Form