PURPOSE:
To establish procedures for checkstock shipment verification, security and accountability provided by the California Department of Public Health/Women, Infants and Children Division (CDPH/WIC).

POLICY:
I. Local agencies (LA) must receive checkstock shipments and assign checkstock to distribution sites according to the following guidelines.

PROCEDURE(S):
I. Verification of Checkstock shipment
   A. Upon receipt of checkstock shipments, LAs must immediately store the checkstock in a secure area and verify the contents against the packaging list affixed to one of the cartons in the shipment. Factory sealed boxes of checkstock within cartons need not be opened for verification purposes. LAs may use the checkstock number range printed on the exterior of each box for shipment verification. However, checkstock in boxes with broken factory seals must be opened and individually checked.
   B. To ensure checkstock security and accountability, LAs must assign primary responsibility for verification and receipt of the checkstock shipment to one LA staff person, with secondary responsibility assigned to another staff member. LAs must not assign a staff person to receive checkstock who is involved in the distribution of food instruments unless the agency has an exemption from CDPH/WIC regional staff. Refer to WPPM 350-10 for further information on checkstock security.

II. Discrepancies in checkstock shipments.
   A. To the extent possible, any discrepancies between checkstock received and the packing list must be verified by another LA staff person. LAs must report any confirmed discrepancies by telephone to regional staff within 24 hours.

III. Adding checkstock to the agency inventory.
   A. LAs must add checkstock to the agency’s checkstock inventory using the WIC management information system (WIC MIS) “Checkstock Inventory menu.” Refer to the WIC MIS Local Administration Manual section titled Receive Checkstock for more information on adding checkstock to the agency checkstock inventory.
IV. Assigning checkstock to distribution sites.
   A. LAs must assign each box of checkstock to a specific WIC site within the agency before using the checkstock to issue food instruments to participants at the site. Checkstock assignment to a distribution site is done in WIC MIS using the “Checkstock Inventory menu.” The LA may transfer the checkstock back to the other sites as needed using the “Maintained Checkstock Inventory” function in WIC MIS.
   B. Refer to the WIC MIS Local Administration Manual for information about receiving and shipping checkstock. Refer to WPPM 350-10 for information on transportation of checkstock to agency distribution sites and security during the storage, printing, and distribution of food instruments.

V. Interagency shipment of checkstock.
   A. The LA may obtain checkstock from another LA to meet their immediate needs, with prior approval from regional staff. Contact regional staff for information on interagency checkstock transfer.

VI. Address Change
   A. LAs must notify regional staff immediately upon knowledge of any LA address change affecting checkstock shipments and must provide notification to regional staff within seven days of the verbal notification.

VII. Checkstock inventory reconciliation.
   A. LAs must monitor their checkstock inventory for both the agency and each distribution site using the WIC MIS “Inventory Reports menu.” Refer to the WIC MIS Local Administration Manual section titled Local Checkstock Inventory Reports for more information on this operation.

VIII. Required monitoring
   A. The WIC MIS generated Voided Food Instrument Reconciliation is used to assure that:
      1. All voided food instruments are in the physical possession of the agency.
      2. And to resolve any discrepancies between voided food instruments and those listed on the WIC MIS generated Voided Food Instrument report.
      3. The Voided Food Instrument reconciliation reports must be filed at the LA for three years.
VIII. Lost/Stolen checkstock
   A. For procedures regarding lost or stolen checkstock, refer to WPPM 350-20.

**AUTHORITY:**
7 CFR §246.12(p)

**CROSS REFERENCE:**
WPPM 110-20 Maintenance of Specific Program Records
WPPM 350-10 Food Instrument Security and Integrity of the Distribution Process
WPPM 350-20 Lost / Stolen Checkstock from Local Agencies