FOOD DELIVERY SYSTEM WPPM 350-10

Subject: Food Instrument Receipt and Distribution
Item: Security and Integrity of the Food Instruments

PURPOSE:
To ensure the security and integrity of the checkstock.

POLICY:
I. Local agencies (LA) are responsible for all checkstock received from the printing contractor until the food instruments (FIs) are issued to eligible participants, returned to the printing contractor, or voided and destroyed.
II. LAs are required to develop procedures to ensure the safe and secure transportation, receiving, handling, and storage of all checkstock, FIs, laptops, and portable printers.
III. CDPH/WIC reserves the right to recover the cost of the checkstock from the LA when checkstock or FIs are:
   A. Lost by the LA.
   B. Stolen from the LA.
   C. Redeemed by ineligible persons.
   D. Otherwise unaccounted.

PROCEDURE(S):
I. Security precautions
   A. LA must ensure that all the following are placed in locked storage except when needed for immediate use:
      1. Checkstock.
      2. Voided checkstock.
      3. Printed FIs.
      4. Voided FIs.
      5. Portable printers.
   B. LA must store checkstock and FIs:
      1. Separate from the printers.
      2. In dry storage areas.

II. Limited access
   Locked storage areas and the key for the locked storage must be kept in a manner which provides security and prevents non-LA staff and participants from accessing the locked area. Access to the keys and storage area must be limited to only authorized LA staff.
III. Printing reports and reconciliation

A. Voided Food Instruments report

LA staff must generate the Voided FI WIC management information system (WIC MIS) report for each day FIs are printed. An authorized LA staff must:

1. Access the “Reports” from the “Main Menu” and logon to printer.
2. Select “Clinic Checkstock Inventory Report – Voided FI”.
3. Enter site and date of Voided FI to be printed on the “Browse Voided Food Instrument Criteria” screen.
4. Print the Voided FI report from “Voided Food Instruments” screen.
5. Print and reconcile the Voided FI report by the close of the next business day for each WIC site. The report must reflect FIs voided in WIC MIS whether they were voided with or without re-issuance.
6. Ensure all the physical voided FIs appear on the Voided FI report. Sign and date the report after successful reconciliation.
7. Obtain a second signature from another LA staff on the Voided FIs report for verification purposes, prior to filing the report and destroying the voided FIs.

B. Voided Checkstock report

LA staff must generate the Voided Checkstock WIC MIS report when checkstock is voided at the agency or site. The Voided Checkstock report shows the checkstock that was voided before being printed, for example, if the checkstock vendor misprints or damages a box of checks and the checkstock is unusable. LA staff with Local Administration-Checkstock Inventory logon authority must:

1. From “Main Menu” access “Local Administration”.
2. Select “Checkstock/FMNP Inventory” and logon to printer.
3. Select “Inventory Reports” and either select “Agency Inventory” or “Clinic Inventory”.
4. Enter “V” for the “Inventory Type” at the bottom and the date.
5. Print the Voided Checkstock report from “Checkstock Voided” screen. Sign and date the report after successful reconciliation.
6. Voided Checkstock report must be printed and reconciled by the close of the next business day for each WIC site.
7. Obtain a second signature from another LA staff on the Voided Checkstock report for verification purposes, prior to filing the report and destroying the voided checkstock.

C. Checkstock/Food Instrument Inventory

LA staff are required to generate the Checkstock/Food Instrument Inventory report on a
monthly basis, preferably around the same time of the month. LA staff with Local Administration-Checkstock Inventory logon authority must:

1. Access “Local Administration” from the “Main Menu”.
2. Select “Checkstock/FMNP Inventory” and logon to printer.
3. Select “Inventory Reports” and select “Clinic Inventory”.
4. Print the Checkstock Inventory report from “Checkstock/Food Instrument Inventory” screen.
5. Verify that all checkstock inventory present onsite matches the WIC MIS generated Checkstock/Food Instrument Inventory report. Sign and date the report after successful reconciliation.
6. The onsite supervisor must sign and keep on file the report as verification that physical inventory has been done.

IV. Destruction and storage of voided FIs and voided checkstock
   A. Upon completion of a Voided FI or Voided Checkstock report, the LA must shred the voided FIs or checkstock.
   B. Alternately, the LA must store voided checkstock and FIs in a secure locked storage until they are reconciled and destroyed.

V. Documentation
   LAs are required to maintain a file of reconciled Voided Food Instrument, Voided Checkstock and monthly Checkstock/Food Instrument reports for audit purposes. Information on maintaining records can be found in WPPM Section 110-20 Maintenance of Specific Program Records.

AUTHORITY
7 C.F.R. §246.12(p) Food instrument and cash-value voucher security
7 C.F.R. §246.12(q) Food instrument and cash-value voucher disposition

CROSS-REFERENCE
WPPM 110-20 Maintenance of Specific Program Records