

Instructions for End of Year Report

- 1 Enter current year.
- 2 Enter WIC Local Agency Number.
- 3 Enter Name of WIC Local Agency.
- 4 Enter the total number of check booklets allocated to the Local Agency.
- 5 Enter the name and signature of person certifying the information provided on the form is correct.
- 6 Enter the date the checks remaining in the clinics or local agency after September 30 were destroyed.

A Enter Clinic Number.

B Enter the number of checks allocated to clinic.

C Enter the beginning and ending serial numbers of the group of check booklets allocated to the clinic. The first number should be the first check number on the first booklet; the last number should be the last check number in the last booklet.

D Enter total number of booklets issued. This number indicates all checks with inventory status code 'I' in ISIS. This number should match the booklets issued on the FMNP Final Redemption Report.

E Enter total number of checks not issued. This number indicates all checks with inventory status codes 'A', 'U', 'D', 'V', or 'RA', 'RU', 'RD'. These checks should be documented on the FMNP Unissued Check Report.

F Enter the number of checks remaining in the clinic or local agency after September 30. These checks must be shredded.

G The total should account for all booklets allocated to the clinic.

Grand Total The grand total should match the total of all booklets allocated to Local Agency.