

SECTION: FOOD DELIVERY SYSTEM

SUBJECT: Checkstock Receipt and Distribution

ITEM: *Verification of Checkstock Shipment*



Policy Local agencies shall receive checkstock shipments and assign checkstock to distribution sites according to the following guidelines.

Basis for policy 7 CFR 246.12 (p)

Verification of checkstock shipment Upon receipt of checkstock shipments, local agencies shall 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. Local agencies 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.

To ensure checkstock security and accountability, local agencies shall assign primary responsibility for verification and receipt of the checkstock shipment to one local agency staff person, with secondary responsibility assigned to another staff member. Local agencies shall not assign a staff person to receive checkstock who is involved in the distribution of food instruments unless the agency has an exemption from the Program Integrity Unit (PIU) of the State WIC Branch. Refer to WPM Section 350-10, “Food Instrument Security and Integrity of the Distribution Process” for further information on checkstock security.

Discrepancies in checkstock shipments To the extent possible, any discrepancies between checkstock received and the packing list shall be verified by another local agency staff person. Local agencies shall report any confirmed discrepancies by telephone to the agency’s regional staff at the State WIC Branch within 24 hours.

**Adding
checkstock to
the agency
inventory**

Local agencies shall add checkstock to the agency's checkstock inventory using the ISIS Local Checkstock Inventory menu. Refer to the ISIS Local Administration Manual section titled "Receive Checkstock" for more information on adding checkstock to the agency checkstock inventory.

**Assigning
checkstock to
distribution
sites**

Local agencies shall 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 ISIS using the "Checkstock Inventory" menu. The local agency may transfer the checkstock back to the other sites as needed using the "Maintained Checkstock Inventory" function in ISIS.

Refer to the ISIS Local Administration Manual for information about receiving and shipping checkstock. Refer to WPM Section 350-10, "Food Instrument Security and Integrity of the Distribution Process" for information on transportation of checkstock to agency distribution sites and security during the storage, printing, and distribution of food instruments.

**Interagency
shipment of
checkstock**

A local agency may obtain checkstock from another local agency to meet their immediate needs, with prior approval from the State WIC Branch. Telephone regional staff at the State WIC Branch for information on interagency checkstock transfer.

**Address
change**

Local agencies shall notify regional staff by telephone immediately upon knowledge of any local agency address change affecting checkstock shipments and shall provide written notification to the State WIC Branch within seven days of the verbal notification.

**Checkstock
inventory
reconciliation**

Local agencies shall monitor their checkstock inventory for both the agency and each distribution site using the ISIS Inventory Reports menu. Refer to the ISIS Local Administration Manual section titled "Local Checkstock Inventory Reports" for more information on this operation.

Required monitoring

The ISIS generated “Voided Food Instrument Reconciliation” is used to assure that (1) all voided food instruments are in the physical possession of the agency and (2) to resolve any discrepancies between voided food instruments and those listed on the ISIS generated “Voided Food Instrument” report. The voided food instrument reconciliation reports shall be filed at the local agency for three years.

For more information on completion of the voided food instrument report refer to WPM Section 350-10 “Food Instrument Receipt and Distribution: Food Instrument Security and Integrity of the Distribution Process.” For more information on records retention and disposal see WPM Section 110-20, “Program Compliance Monitoring: Maintenance of Specific Program Records.”

Lost/stolen checkstock

For procedures regarding lost or stolen checkstock, refer to WPM Section 350-20, “Lost/Stolen Checkstock from Local Agencies.”
