
SECTION: FOOD DELIVERY SYSTEM

SUBJECT: Food Instrument Receipt and Distribution

ITEM: Issuing Food Instruments

Purpose

To provide an adequate trail for food instrument usage and/or monitoring and proper validation of the food instruments (FIs) by ensuring they are printed correctly and issued to the correct participant.

Policy

It is the responsibility of the local agency to ensure that food instruments (FIs) are correctly printed by the Integrated Statewide Information System (ISIS) and released to the participant after they have presented their WIC Identification Folder (WIF) and their signature on the food instrument log has been compared to the signature on the WIF.

Authority

7 CFR 246.12 (l) and (r)

Procedure

- I. Each day prior to issuing FIs the local agency shall:
 - A. select a box of checks to be connected to each printer
 - B. load checkstock
 - C. in ISIS log on to the printer
 - D. select the check box number from the pick list in ISIS
 - E. verify the beginning serial number in ISIS
 - F. verify checkstock number with number on signature log
- II. Procedure for printing and issuing FIs:
 - A. select appropriate food package(s) and send to the print list
 - B. select family from print list
 - C. print FIs
 - D. record serial number(s) on FI log
 - E. have participant sign FI log
 - F. compare signature on FI log with signature on the participant's WIF