




Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

2 Peachtree Street NW, 15th Floor
Atlanta, Georgia 30303-3142
www.health.state.ga.us

MEMORANDUM

ACTION MEMO #14-02

TO: District Health Directors
District Administrators
District Program Managers
District Nutrition Services Directors
District MIS Directors

FROM: Debra L. Keyes, MA, RD 
Director
Georgia WIC Program

DATE: November 18, 2013

RE: VPOD Flash Vouchers

Georgia WIC is constantly working to ensure the integrity of our program. A major part of this effort is to standardize the printing of WIC vouchers around the state. The first step toward this goal is to update our inventory records for all VPOD printers in the state. Please use the attached form to complete an inventory of all VPOD printers in your district. We need to account for active and inactive VPOD printers. This would include any "spare" VPOD printers that may be in a storage room in the clinics or in the district office.

The second step to the process will be to install the new Flash file on all VPOD printers. This new Flash file will standardize the format of all vouchers throughout the state. Please see the attached flash files and instructions. This information is being sent to all developers and local agency IT Directors in order to facilitate downloading the new VPOD Flash files. The most important change is the removal of the words "**Department Of Human Resources**" from the voucher receipt. Also the revision date area located on the bottom right side of the voucher and receipt will now read **rev. 8-2013**.

It is vital that the new flash be installed on all VPOD printers as soon as possible; the deadline for installation is Wednesday, December 11, 2013. All vouchers and receipts should print with a revision date of 8-2013 and should have the words "GEORGIA WIC PROGRAM" on them.

Attached to this Action Memo is a sample voucher showing the revised flash; VPOD printer inventory form; the New WIC Flash zipped Files (rev. 8-2013); VPOD/MICR Flash Installation Instructions and the Fax Transmission Cover Sheet.



We Protect Lives.

Action Memo #14-02
November 18, 2013
Page 2

If you have any questions or experience any difficulties with installation of the new flash files, please contact Contessia Davis at 404-657-2898 or Anthony McGaughey at 404-232-1096.

Attachments: Revised Voucher Sample (demonstrating the look of the new flash)
VPOD printer inventory form
VPOD/MICR Flash Installation Instructions
New WIC Flash Files (rev. 8-2013)
Fax Transmission Cover Sheet

c: Anthony McGaughey - Deputy Director, Program Administrations
WIC Deputy Directors
Contessia Davis, Program Analyst
WIC Managers

DIST/UNIT/CLINIC 06 0 321	WIC ID NO. 121	C 7	P 1	PARTICIPANT YOLANDA	VOUCHER NO. 28220923	ISSUED BY CAKR				
United Community Bank 0811198842072112382 GEORGIA WIC PROGRAM PAY TO THE ORDER OF ANY AUTHORIZED GEORGIA WIC VENDOR FOR THESE ITEMS/QUANTITIES ONLY - WIC APPROVED FOODS ONLY - NO SUBSTITUTIONS				NOT NEGOTIABLE WITHOUT WIC VENDOR STAMP HERE	FIRST DAY TO USE 08/26/2013 LAST DAY TO USE 09/26/2013	VENDOR MUST DEPOSIT WITHIN 60 DAYS OF FIRST DAY TO USE PAY EXACTLY <table border="1"> <tr> <td>DOLLARS</td> <td>CENTS</td> </tr> <tr> <td></td> <td></td> </tr> </table>	DOLLARS	CENTS		
DOLLARS	CENTS									
CPA FPC W01 FPC W01 VC P02 PRODUCE: \$10 for fresh, frozen, or canned fruit and vegetables No potatoes - except for sweet potatoes or yams. No products with added sugar, seasonings, fat, or oils. No creamed vegetables. No stewed tomatoes.										

IMPROPER USE OF THIS VOUCHER IS SUBJECT TO STATE AND FEDERAL PROSECUTION

PARTICIPANT/GUARDIAN/PROXY SIGNATURE

rev. 8-2013

"282209238" 061119884 2072112382

DO NOT CASH UNLESS THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND AND A FOIL LOGO.

DIST/UNIT/CLINIC 06 0 321	WIC ID NO. 121	C 7	P 1	PARTICIPANT YOLANDA	VOUCHER NO. 28220924	ISSUED BY CAKR				
United Community Bank 0811198842072112382 GEORGIA WIC PROGRAM PAY TO THE ORDER OF ANY AUTHORIZED GEORGIA WIC VENDOR FOR THESE ITEMS/QUANTITIES ONLY - WIC APPROVED FOODS ONLY - NO SUBSTITUTIONS				NOT NEGOTIABLE WITHOUT WIC VENDOR STAMP HERE	FIRST DAY TO USE 08/26/2013 LAST DAY TO USE 09/26/2013	VENDOR MUST DEPOSIT WITHIN 60 DAYS OF FIRST DAY TO USE PAY EXACTLY <table border="1"> <tr> <td>DOLLARS</td> <td>CENTS</td> </tr> <tr> <td></td> <td></td> </tr> </table>	DOLLARS	CENTS		
DOLLARS	CENTS									
CPA FPC W01 FPC W01 VC W02 MILK: 1 gallon low-fat (fat-free, 1%, 2%) No whole milk. Least expensive brand. WHOLE GRAIN: Pick 1: 16 oz loaf of bread; 16 oz pkg brown rice; 16 oz pkg tortillas; 14 to 16 oz pkg buns BEANS: 1 lb dried OR 4 cans (14 to 16 oz)										

IMPROPER USE OF THIS VOUCHER IS SUBJECT TO STATE AND FEDERAL PROSECUTION

PARTICIPANT/GUARDIAN/PROXY SIGNATURE

rev. 8-2013

"282209247" 061119884 2072112382

DO NOT CASH UNLESS THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND AND A FOIL LOGO.

DIST/UNIT/CLINIC 06 0 321	WIC ID NO. 121	C 7	P 1	PARTICIPANT YOLANDA	VOUCHER NO. 28220925	ISSUED BY CAKR				
United Community Bank 0811198842072112382 GEORGIA WIC PROGRAM PAY TO THE ORDER OF ANY AUTHORIZED GEORGIA WIC VENDOR FOR THESE ITEMS/QUANTITIES ONLY - WIC APPROVED FOODS ONLY - NO SUBSTITUTIONS				NOT NEGOTIABLE WITHOUT WIC VENDOR STAMP HERE	FIRST DAY TO USE 08/26/2013 LAST DAY TO USE 09/26/2013	VENDOR MUST DEPOSIT WITHIN 60 DAYS OF FIRST DAY TO USE PAY EXACTLY <table border="1"> <tr> <td>DOLLARS</td> <td>CENTS</td> </tr> <tr> <td></td> <td></td> </tr> </table>	DOLLARS	CENTS		
DOLLARS	CENTS									
CPA FPC W01 FPC W01 VC 041 MILK: 1 gallon low-fat (fat-free, 1%, 2%) No whole milk. Least expensive brand. JUICE: 2 containers (46 to 48 oz) OR 2-12 oz cans frozen OR 2-11.5 oz cans pourable concentrate EGGS: 1 dozen CEREAL: No more than 36 oz										

IMPROPER USE OF THIS VOUCHER IS SUBJECT TO STATE AND FEDERAL PROSECUTION

PARTICIPANT/GUARDIAN/PROXY SIGNATURE

rev. 8-2013

"282209256" 061119884 2072112382

GEORGIA WIC PROGRAM

Clinic/Sort Code: 321 /
Date Printed: 08/26/2013
User ID: cakeller

WIC ID#:

Name:

YOLANDA

Voucher#	Date	FRC	VC
28220923	08/26/2013	W01	P02 9
28220924	08/26/2013	W01	W02 4
28220925	08/26/2013	W01	041 3
28220926	08/26/2013	W01	W01 2
28220927	08/26/2013	W01	040 1
28220928	09/23/2013	W01	P02 9
28220929	09/23/2013	W01	W02 4
28220930	09/23/2013	W01	041 3

I CERTIFY THAT I HAVE RECEIVED THE VOUCHERS LISTED ON THIS RECEIPT

Participant/Guardian/Proxy Signature

rev. 8-2013

DO NOT CASH UNLESS THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND AND A FOIL LOGO.

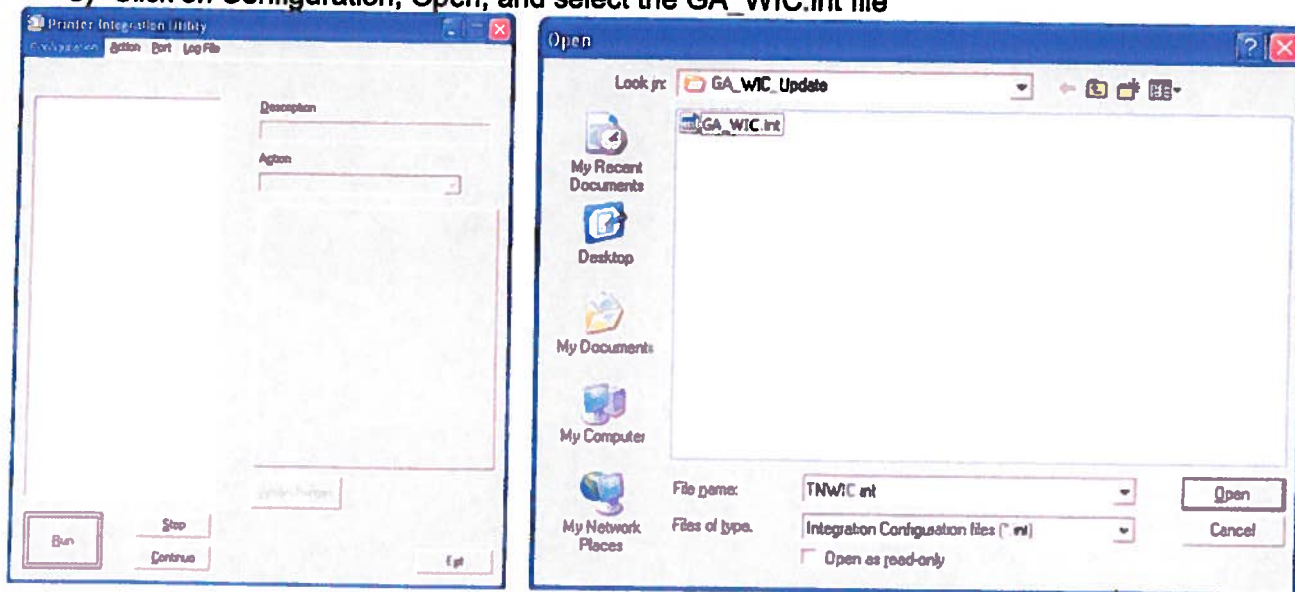
DO NOT CASH UNLESS THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND AND A FOIL LOGO.

Front-End System: _____
District: _____

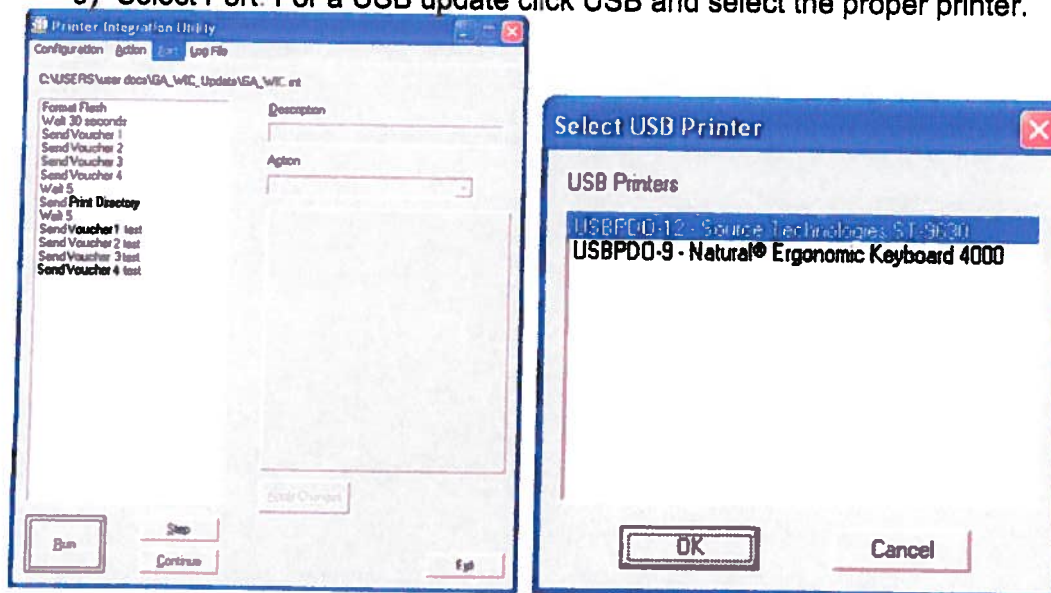
Clinic Name & Number _____

[illegible]

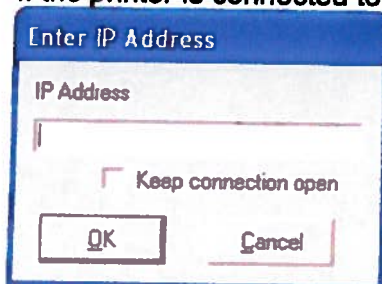
5) Click on Configuration, Open, and select the GA_WIC.int file



6) Select Port. For a USB update click USB and select the proper printer.



7) If the printer is connected to the network select Port, TCP/IP, and enter the printers IP address.



- 8) Press the RUN button on the integration utility to begin loading the new flash files to the printer. The information will grey out while the update process runs, pausing several times as it goes through each step.
- 9) The printer display should show, "Formatting Flash", followed by "MICR MODE ACTIVE" while the forms load, eventually printing out the flash directory showing the new flash contents and a test page of each of the four vouchers.
- 10) Confirm that the printed directory page matches the image below and all vouchers show rev. 8-2013.

Lexmark T654

Page 1

Optional Flash Memory Size: 32 MB
Part Name: FLASH
Part Number: (none)

Unknown file type	100909	R/W	10001L
Unknown file type	11954	R/W	10002L
Unknown file type	6836	R/W	10003L
Unknown file type	1528	R/W	10004L

4 files 26,408 bytes used
33,528,024 bytes free

DIST/INT/CLINIC	WIC ID NO.	C	P	PARTICIPANT	VOUCHER NO.	ISSUED BY
XX X XXX	XX XXXX XX X	X	X	XXXXXXXXX XXXXXXXXX X	05008209	XXX
GEORGIA WIC PROGRAM PAY TO THE ORDER OF ANY AUTHORIZED GEORGIA WIC VENDOR FOR THESE ITEMS: QUANTITIES ONLY - WIC APPROVED FOODS ONLY - NO SUBSTITUTIONS					NOT NEGOTIABLE WITHOUT WIC VENDOR STAMP HERE	
CPA FPC W02 FPC W02 VC 024 PRC 2 MILK: 1 gallon OR 4 quarts OR 2 half gallons low-fat (fat-free, 1%, 2%) Lactose free, OR Acidophilus, OR Acidophilus and Bifidum No whole milk. Least expensive brand					VENDOR MUST DEPOSIT WITHIN 60 DAYS OF FIRST DAY TO USE	
BEANS: 1 lb dried OR 4 cans (14 to 16 oz)					PAY EXACTLY	
					DOLLARS CENTS	

IMPROPER USE OF THIS VOUCHER IS SUBJECT TO STATE AND FEDERAL PROSECUTION

PARTICIPANT/GUARDIAN/PROXY SIGNATURE

rev. 8-2013

- 11) Click EXIT to close the configuration utility.
- 12) Test all forms if possible to ensure that the overlays print correctly. Repeat the process in the event the printed directory page does not match or the overlay files do not print correctly.

If you have any issues with this procedure contact Source Technologies at 800-922-8501 opt. 2

Kevin Vanover
Technical Support II
Source Technologies
kvanover@sourcetech.com

VPOD FLASH INSTALLATION INSTRUCTIONS

To send the new overlays to the printer via the network do the following.

- 1) Save the files to a thumb drive and go to the site where you want to test.
- 2) Once on-site, put the thumb drive in the PC that you're going to use for loading the files and bring up Windows Explorer so you can see the files on the drive. **Move the window to one side of the screen so it's not in the middle.**
- 3) Get the IP address of the printer where you plan to load the files. (This can be done by pressing MENU, go down to REPORTS, and select NETWORK SETTINGS).
- 4) On the PC open a DOS window and slide it to the opposite side from the explorer window you opened in step 2.
- 5) At the prompt type "FTP", a space, and then the IP address of the printer and press enter.
- 6) The printer should ask you for a user name, just press enter and it should put you at the FTP prompt.
- 7) Type "binary" and press enter. You should get 200 type commands successful.
- 8) At the FTP prompt again type "PUT", a space, and then drag and drop the first voucher file from the explorer window to the DOS window and it should fill the path in for you. Press Enter and it should say "opening binary data connection" and show how many bytes were sent to the printer.
- 9) Once the DOS window comes back to the FTP prompt repeat step 8 until all of the files are sent to the printer.
- 10) Once you're done, type "Quit" and press enter, then type "exit" and press enter to close out of FTP and DOS.
- 11) **A TEST SHOULD BE PERFORMED BY PRINTING TWO (2) TEST VOUCHERS ON VOUCHER STOCK.**
- 12) Each district will send one complete set of test vouchers and receipt via email to: cpdavis@dhr.state.ga , along with the enclosed Remittance Email Cover page.



FAX TRANSMISSION COVER

TO: CONTESSIA DAVIS

DATE: _____

Re: VPOD FLASH VOUCHERS

Phone #: 404-657-2898 Fax#: 770-408-5474

Number of Pages Transmitted Including Cover Page: _____

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FROM: _____

DISTRICT _____

TITLE _____

Telephone: _____ Fax: _____

Please review and check the boxes below:

- ☐ This confirms that _____ MICR printers received the updated flash
- ☐ Attached is a complete printed sample set of vouchers (reflecting the revised flash)
- ☐ Attached is the VPOD Inventory for all clinics in the district

COMMENTS:

SIGNATURE: _____ DATE: _____