

Security of Issuance Materials**Policy No. FD- 900.02**

Effective Date: October 1, 2016

No. of Pages: 2

Policy

The Local agencies (LA) are fiscally responsible for proper issuance and accountability of check stock paper from receipt from the printing contractor until printed food instruments (FIs) are issued to eligible participants or are voided.

LA must maintain an inventory of check stock paper and a record of FIs printed and the status of the FI as either issued or voided. Store Voucher Management and Reporting System (VMARS) stock paper in a locked cabinet, desk, or closet. Keys to this storage area must be stored on site in a secure location.

The LA shall limit access to WIC vouchers, VMARS printers, and/or VMARS stock paper to authorized personnel. LA shall ensure the safe and secure transportation, receiving, handling and storage of all issuance material.

WIC Program Stamp is no longer required on new WIC ID card or the Electronic Verification of Certification (EVOC).

WIC Manual Verification of Certification Cards are no longer required to be maintained in the clinics.

Purpose

To decrease the risk of fraud and increase security. To prevent fraudulent usage and ensure accurate inventory of all issuance material including check stock, FIs, laptops, VMARS printers, and portable printers at all times.

Procedures

- I. Prevent fraudulent issuance by unauthorized personnel by using the following guidelines:
 - A. The LA authorized WIC representatives must log out before leaving the workstation.
 - B. When more than one person is using the same terminal, each person must log out upon completion of their printing job.
 - C. WIC staff must change passwords to their workstation every ninety (90) days at a minimum.
 - D. When a WIC representative resigns or is no longer authorized to issue vouchers, the LA must:

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1. Immediately delete employees from the system.
2. Change key to voucher security door (when applicable).
3. Change location of all security keys.

Authority

7 C.F.R. § 246.4(a)(14) (xiii)

7 C.F.R. § 246.12 (p)

Definitions/Supporting Information

Food Instrument- means a voucher, check, electronic benefits transfer card (EBT), coupon or other document which is used by a participant to obtain supplemental foods.