

VMARS Stock Paper**Policy No. FD-910.04**

Effective Date: October 1, 2016

No. of Pages: 3

Policy

Local agencies (LA) shall be responsible for all stock paper received from the ADP contractor and VMARS stock paper issued to authorized staff until the food instruments (FI) are issued to eligible participants. LAs shall be responsible for all VMARS stock paper received from the contracted printer, including maintaining the inventory and security of VMARS stock paper, until issued to a WIC participant.

Purpose

To ensure that local agencies consistently monitor VMARS stock paper inventory received from the State WIC Office's ADP contractor and the distribution of the same to LA staff to prevent any fraudulent use of the FI check stock.

Procedures

- I. VMARS stock paper orders must be made using the electronic [Form and Manual Voucher Supply Order Form](#). Orders received by the ADP contractor by the 10th or 25th day of each month will be filled within (10) ten days.
- II. Upon receipt of VMARS stock paper, inspect the shipment for damaged or missing paper. The clinic should notify the OIG-Deputy Inspector General immediately of any discrepancies.
- III. VMARS Stock Paper must be logged on the [VMARS Stock Paper Inventory Tracking Log](#) when received as follows:
 - A. Record the date VMARS stock paper was received in the "Date" column.
 - B. Enter the box number, which is the number listed on the Packing Label.
 - C. Record the beginning and ending serial numbers exactly as listed on the inventory ream.
 - D. Enter the balance, which accounts for total number of reams remaining in stock inventory.
 - E. This documentation must be completed within three (3) days from the date the VMARS stock paper is received by the responsible WIC staff person and verified again by another responsible WIC staff person.
- IV. The distribution of VMARS stock paper must be recorded on the [VMARS Stock Paper Issuance Tracking Log](#) and the VMARS Stock Paper Inventory Tracking Log as follows:

VMARS Stock Paper**Policy No. FD-910.04**

Effective Date: October 1, 2016

No. of Pages: 3

- A. **VMARS Stock Paper Issuance Tracking Log.** When stock paper is issued:
1. Enter the date of issuance in the "Date" column.
 2. Record the beginning and ending serial numbers exactly as listed on the inventory ream in the columns so indicated.
 3. Print the clinic staff member's name in the "Ream Issued To" column.
 4. The staff person issuing the stock must record his/her initials in the first "Staff Initials" column.
 5. The staff person receiving stock from inventory must record his/her initials in the second "Staff Initials" column to verify..
 6. The VMARS Stock Paper Issuance Tracking Log must be completed immediately from the date the VMARS stock paper is issued to WIC clinic staff.
- B. **VMARS Stock Paper Inventory Tracking Log.** When stock paper is issued to staff and following entry into the VMARS Stock Paper Issuance Tracking Log:
1. Enter the date of issuance in the "Date" column.
 2. Record the beginning and ending serial numbers exactly as listed on the inventory ream in the columns so indicated.
 3. Record the number of reams issued to staff in the "Reams Issued" column.
 4. Record the balance to account for total number of reams remaining in stock inventory in the "Balance" column.
- C. LA staff must document receipt and issuance of stock paper within three (3) days.
- V. A monthly physical inventory of all VMARS Stock Paper must be conducted and recorded on the **VMARS Stock Paper Inventory Tracking Log.**
- A. Physical inventory documentation must include the date inventory was conducted and the balance of reams on hand.
 - B. The physical inventory must be labeled "Physical Inventory Conducted and Verified by." Two staff persons must initial and date the physical inventory.
- VI. FI stock, pre-printed FIs and MICR toner cartridges must be locked in a secure location.

VMARS Stock Paper**Policy No. FD-910.04**

Effective Date: October 1, 2016

No. of Pages: 3

Authority

7 CFR § 246.12(p)

Definitions/Supporting Information

“Food instrument” or “FI” – A negotiable financial instrument by which WIC benefits are provided to participants. Food instruments can provide either specific amounts of WIC authorized foods or formulas or a fixed-dollar amount for participants to obtain WIC authorized fruits and vegetables (referred to as a “Cash Value Voucher” or “CVV” or “Fruit and Veggie Voucher” or “FVV”). Food Instruments are also referred to as “checks” or “vouchers”.