

**MEMORANDUM**

**ACTION MEMO #16-15**

**TO:** District Nutrition Services Directors

**FROM:** Angela Hammond-Damon, IBCLC   
Deputy Director, Operations & Nutrition Services  
Georgia WIC Program

**DATE:** January 8, 2016

**SUBJECT:** VMARS Stock Paper Inventory Log

In an effort to more efficiently monitor the VMARS stock paper, Section VI of the Food Delivery Section of the Georgia WIC Program 2016 Procedures Manual, "VMARS Stock Paper", has been revised, effective October 1, 2015, and new tracking procedures are being implemented. Shipments of VMARS stock paper now contain a Packing Label and Serial Numbers. All old stock paper inventory not affixed with Packing Labels and Serial Number stickers must be exhausted and/or security destroyed by February 1, 2016.

It is imperative that all staff be trained on the new procedures for VMARS Stock Paper Inventory and Issuance. A Telehealth (VICS) training will be offered January 22, 2016, from 9:00-11:00 AM.

**Receipt, Inventory, Issuance and Security of VMARS Stock Paper**

All VMARS stock paper must be received, inventoried, issued, and secured using the guidance outlined in the Food Delivery section of the FFY 2016 Procedures Manual. Attached, you will find the "VMARS Stock Paper Inventory Tracking Log" (Attachment FD-20) and the "VMARS Stock Paper Issuance Tracking Log" (Attachment FD-18) which will be used to track the receipt and issuance of VMARS stock paper, respectively.

Upon receipt of VMARS stock paper:

- Secure immediately
- Document receipt of inventory within three (3) days of delivery
- Issue VMARS stock paper to staff, accordingly

If the clinic receives damaged stock paper, please follow the procedure below:

- The clinics should photograph and then security destroy the damaged stock paper by shredding it. This process should be witnessed by two staff members.
- A memo should be completed documenting the actions taken, and a copy of the memo placed in the Lost, Stolen, and Destroyed voucher file, along with the photos.
- A copy of the documentation (i.e., memo, Voided Voucher Report, and photos) must be forwarded to the State office, to the attention of Jamila Blount.



### **Action Steps**

1. Exhaust or security destroy all old stock paper in inventory by February 1, 2016.
2. Train staff on VMARS Stock Paper Inventory procedures by February 1, 2016.  
(Telehealth training to be offered on January 22, 2016, from 9:00 -11:00 AM.)
3. Submit Lost, Stolen, and Destroyed Voucher Reports (Attachment FD-14, "Void Voucher Report") documenting all security destroyed paper by February 15, 2016.
4. Submit receipt of all newly received VMARS stock paper on the "VMARS Stock Paper Inventory Tracking Log" by February 15, 2016.

In regards to additional questions or concerns, please contact Jamila Blount at (404)-232-1105, or via email at [Jamila.Blount@dph.ga.gov](mailto:Jamila.Blount@dph.ga.gov) and copy Sonia Jackson at [Sonia.Jackson@dph.ga.gov](mailto:Sonia.Jackson@dph.ga.gov).

### **Attachments**

- c. Debra L. Keyes, MA, RD - Director, Georgia WIC Program  
Ondray Jennings, Deputy Inspector General  
District Health Directors  
District Program Managers  
WIC Deputy Directors  
WIC Managers





