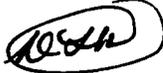


ACTION MEMO #14-11

MEMORANDUM

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

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

DATE: January 30, 2014

SUBJECT: Override Privileges

This memorandum is being written to request that each district office designate two employees who will be responsible for giving override privileges to staff in the clinic. Override privileges will allow for vouchers to be printed in various situations. This process will be discussed in the Voucher Management and Reporting System (VMARS) training.

This decision was made based on the Voucher Management and Reporting System pilot. By allowing two people at each clinic to authorize override privileges it would allow for a quick turnaround. In addition, in the absence of one designee, the other designee will fill in.

It is not a requirement that the district send those names to the state. However, it will be vital for the district to ensure that they keep this list current. The state WIC Office will review the names of the listed employees during monitoring visits.

If you have any questions pertaining, please contact Lynn Flen at (404) 463-6263,

c: Lynn A. Flen - Deputy Director, Program Operations & Nutrition Services
Anthony McGaughey, Deputy Director, Office of Administrations
WIC Deputy Directors
Sonia Jackson - Program Director
WIC Managers
Astride Ainsley, MPH, WIC Technology Manager

