

**MEMORANDUM**

**ACTION MEMO #14-14**

**TO:** District Nutrition Services Directors

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

**DATE:** February 21, 2014

**SUBJECT:** Manual Voucher Orders

The new manual vouchers are ready. Each clinic will be receiving an initial order of the new manual vouchers. For your initial order, you will receive a minimal amount of vouchers.

Due to the Voucher Management and Reporting System (VMARS) implementation, there will not be a need to have a substantial amount of manual vouchers on hand. The following vouchers will be sent:

- Infant (6-11 months) - D17
- Child (12-23 months) - C01
- Child (2-5 years) - C28
- Prenatal Woman - W08
- Non-Breastfeeding Woman - W28
- Exclusively Breastfeeding Woman - W41
- Blank (food)
- Blank (formula)

Once you receive the new manual vouchers, please destroy all equivalent manual vouchers on hand that were replaced using the current procedures. **Please note that not all manual vouchers are being replaced**, for the vouchers that were not changed/replaced; please maintain those vouchers using current procedures. You must complete the Lost, Stolen, and Destroyed Vouchers Report for all destroyed vouchers. Please send a copy of this report to CSC, Mary Sherman at the State WIC office, and keep a copy on file in the clinic for your records.

In an effort to improve processes, the state is developing an automated manual voucher system through GWISnet. More information will be forthcoming on this process. This system will eliminate the need to print, fax or mail order forms to CSC once this process is complete, procedures will be forwarded to each district.



Manual Voucher Orders  
Page 2

If you have any questions regarding this information, please contact Sonia Jackson at (404) 657-2900 or email [sdjackson@dhr.state.ga.us](mailto:sdjackson@dhr.state.ga.us).

cc: Lynn A. Flen, Deputy Director - Program Operations & Nutrition Services  
District Health Directors  
District Program Managers  
District Administrators  
WIC Deputy Directors  
WIC Managers  
Ondray Jennings, Office of Inspector General