

Policy

The local WIC agencies must reconcile WIC reports daily, and immediately report discrepancies to the Georgia WIC Program Operations and Systems Information Units.

Purpose

To provide an audit trail for the issuance and proper validation of vouchers by ensuring that vouchers are printed correctly, issued to the correct participant, and that any voided vouchers are properly accounted for.

Procedures

I. **Daily Verifications.** Local WIC agencies must perform the daily verifications and reconciliations, including but not limited to the following:

A. Verify Vouchers Issued: The Daily Activity Report. Voucher receipts must be reconciled with the Daily Activity Report to ensure all receipts and vouchers are accounted for. The Daily Activity Report must be printed, signed, and dated to verify reconciliation. At the end of each day, the WIC clinic staff must print a Daily Activity Report that includes:

1. Voucher Numbers
2. Participant's Name
3. Issue Date
4. Initials of issuing clerk
5. Status of voucher(Issued or Void)

B. Match numbers on the computer with vouchers issued.

C. Ensure all vouchers contain required voucher numbers.

D. Ensure that manual voucher numbers received are properly entered into the system.

E. Ensure that vouchers do not skip numbers. If a number(s) is skipped, document the number on activity log and in the VOIDED section of the inventory log.

F. Verify that duplicate numbers have not been issued.

G. Voided vouchers must be stamped "VOID" and stapled to the corresponding receipt.

II. **Monthly Verifications.**

A. Ensure that all vouchers are appropriately issued and/or voided. "Did not print" is not an acceptable voucher status.

B. Review Unmatched and CUR Reports and reasons indicated.

C. Ensure voucher redemption reports are verified and resubmitted in the required time frame.

D. Review the override reports at each clinic location.

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Authority

7 CFR § 246.12(q)

Definitions/Supporting Information

Voucher Override- Reconciliation of vouchers that were reissued due to change in guardianship, lost or stolen, and replaced for formula exchange.

Cumulative Unmatched Redemption Report (CUR) - The Cumulative Unmatched Redemption (CUR) report is a listing of redeemed VMARS-issued and manual vouchers that do not match a valid client or issuance record.