

Guidance on Monthly eWIC Card Inventory

Once a month someone other than the person who receipted for the eWIC cards series should perform a monthly inventory of your eWIC card series. This is required as part of the separation of duties requirement.

Each agency should develop a method to maintain and track their eWIC cards. Our recommendation is to develop an excel spreadsheet. See example on last page.

The spreadsheet must include the following:

- The original series of eWIC cards for the complete box and when received.
- Smaller series created from the original series and issued to staff or clinic location.
 - Include card series and number of cards.
 - Include staff name or clinic location issued to.
 - Record the date the eWIC cards were issued.
- Smaller series should list any card numbers lost or that could not be issued.
 - Cards that can't be issued due to damage are the **ONLY** card you must hold onto.
 - The number of lost or damaged cards will be recorded in the “# of Lost/Damaged” box on the below screen.
 - If you at some time find (“Recover”) any of your thought to be lost cards you should do the following:
 - Update your excel spreadsheet to reflect the true series of lost cards.
 - Record the number of “Recovered” cards in the below screen in StarLINC.

Where do I find the below screen in StarLINC?

Clinic Admin – Inventory – Card Inventory – Uncheck the “Not Yet Received” box and enter a date received range to find the series you are working with. *Note: The date you received your initial supply of eWIC cards was about a month prior to rollout. So for most I'd suggest using a range of 9/1/18 to the current date.* Double click on the series in the list that comes up. *This list contains the Beginning Card # which will make it easy to find the series you need.*

Agency **Belknap-Merrimack Counties Comm** Card # Range: From to
 Date Transferred: From to
 Not Yet Received Date Received: From to

Agency	Beginning Card #	# Cards In Box	Date Sent	Date Received
Belknap-Merrimack Counties	6107300087820018	500	9/27/2018	9/27/2018
Belknap-Merrimack Counties	6107300087845015	500	9/27/2018	9/27/2018
Belknap-Merrimack Counties	6107300087825017	500	9/27/2018	9/27/2018

Agency **Belknap-Merrimack Counties Comm Action F**

Beginning Card # **6107300087820018** End Card # **6107300087825009**

Cards in Box **500**

Date Received **09/27/2018** # of Lost/Damaged Card:

Date Sent **09/27/2018** # of Recovered Cards

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Performing your monthly inventory:

On the day you are ready to actually do the count of all or some of your inventory, print out the Card Inventory Summary Report. This report is not a summarized report and it is important to print out just prior to doing your count. All series must be inventoried once a month, but do not need to be all done the same day.

Note: The State is aware the box series is not listed on the report which will add a level of difficulty in completing the inventory. The State Office has requested the series be added to the report.

Once you have determined which line is for which series please record that on the paper copy of the report. You only need to record the last eight digits of the card numbers as the first eight are always the same. (see example below) You'll need to do a physical inventory of each smaller inventory within the original one to verify the "Cards remaining" number on the report. After you have verified the card remaining number, staff should date, record their count, and initial that row on the report. Record the new "Cards Remaining" number, Staff Name, and date completed in your excel spreadsheet.

The State office will review your inventory spreadsheet and initialed reports when performing a ME at your agency.

Where do I find this report in StarLINC?

Reports – Card Inventory Summary Report – You will need to enter the received dates "From" and "To" to find your series.

New Hampshire DHHS WIC Program
Card Inventory Summary Report
 Received Date: 09/01/2018 through 12/13/2018
 Site: Belknap-Merrimack Counties Comm Action Program (CAPBMC)

Agency	Received Date	Cards Received	Cards Issued	Cards Lost/Damaged	Cards Recovered	Cards Remaining	
Belknap-Merrimack Counties Comm Action Program (CAPBMC) 817820018 - 817825009	9/27/2018	500	304	0	0	196	196 TO 12/14/18
Belknap-Merrimack Counties Comm Action Program (CAPBMC) 817845015 - 817850007	9/27/2018	500	0	0	0	500	500 TO 12/12/18
Belknap-Merrimack Counties Comm Action Program (CAPBMC) 817825017 - 817830009	9/27/2018	500	446	0	0	54	54 TO 12/10/18
Belknap-Merrimack Counties Comm Action Program (CAPBMC) 817830017 - 817835008	9/27/2018	500	319	0	0	181	181 TO 12/14/18

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How do I keep StarLINC updated?

Cards that can't be issued due to damage are the **ONLY** card you must hold onto. All cards that have been issued or replaced through StarLINC will be accounted for in the counts. You do not need to keep any replaced cards.

The number of lost or damaged cards will be recorded in the “# of Lost/Damaged” box on the below screen.

If you at some time find (“Recover”) any of your thought to be lost cards you should do the following:

- Update your excel spreadsheet to reflect the true series of lost cards.
- Record the number of “Recovered” cards in the below screen in StarLINC.

Agency	Belknap-Merrimack Counties Comm Action F		
Beginning Card #	6107300087820018	End Card #	6107300087825009
# Cards in Box	500		
Date Received	09/27/2018	# of Lost/Damaged Card:	<input type="text"/>
Date Sent	09/27/2018	# of Recovered Cards	<input type="text"/>

Questions asked about eWIC Card Inventory:

Do we need to keep the list of all eWIC card numbers that came packed in the original box of cards? It is not a requirement, but it is suggested that you keep until you have reconciled your list. Your card series were entered into StarLINC by the State Office prior to being sent to you and a new label was placed on each box. The State Office has requested in the future that a label listing the box number and eWIC card series be placed on the outside of each box by the manufacturer. This will prevent the need to open each box prior to issuance.

With this being said, it is highly encouraged to use the list to compare what is actually in the box prior to receipting in StarLINC. It is also suggested that keeping the list could be helpful if an issue presents itself in the future. This list might note a missing card in the series that is not caught until final reconciliation of the series. One local agency mentioned they were using the list to note problems with cards by highlighting the card number.

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Example of what your card inventory spreadsheet might look like.

	A	B	C	D	E	F
1	Original Series Information					
2	Box #	Beginning #	Ending #	Card Balance	Received	Staff
3	1	87820018	87825009	500	9/27/2018	Tara O
4		Issued	50	450	10/30/2018	Tara O
5		Issued	50	400	11/4/2018	Tara O
6						
7	Smaller Series Information					
8		Beginning #	Ending #	Card Balance	Staff/Location	Date
9		87820018	87820502	50	Jane Smith	10/30/2018
10			Inventory	42	Barbara White	11/29/2018
11		87820093	Lost Cards	1	Jane Smith	12/10/2018
12						
13	Smaller Series Information					
14		Beginning #	Ending #	Card Balance	Staff/Location	Date
15		87820516	87821003	50	Franklin Clinic	11/4/2018
16			Inventory	31	Barbara White	11/29/2018
17		87820592	Damaged	1	Jean Doe	12/6/2018
18						
19	Total Inventory of all series					
20		Status	Inv Date	Card Balance	Staff Completing	Report Filed
21		Correct	11/29/2018	473	Barbara White	11/29/2018
22						