

New Hampshire WIC\CSFP Policy & Procedure Manual

CHAPTER9. FOOD DELIVERY/FOOD INSTRUMENT/CVB ACCOUNTABILITY AND CONTROL Section A. - Food Delivery and FI Control

Card Stock Ordering, Receipt, and Storage

Purpose	To provide Local agencies with procedures to request, document receipt, and storage of eWIC card stock.
Policy	Local agencies need to ensure card stock is ordered, documented as received, and stored properly.
Authority	NH State Plan
Procedure	Local agencies shall order card stock from the State Office using the approved supply order form. Cards are issued in sleeves of 500 cards or as determined by the SA.

Card stock series issued will be entered into StarLINC by State staff prior to pick-up by local agencies. Local agencies will need to document receipt of these cards within 72 hours of pick-up by going into StarLINC and completing the following procedures.

1. Under Clinic Admin > Inventory > Card Inventory
2. Select your local agency from the drop down list.
3. Check the "Not Yet Received" box and click on "Find"
4. Locate the number series of cards received and update with the date you received your cards.
5. Save screen before exiting.

Cards not currently in use should be kept in a secure locked area at all times. Local agencies will need to determine the most secure way to issue cards to remote sites. This may be done by assigning a partial series to a permanent clinic site or assigning a partial series to a certain staff. When breaking up a series, a separate spreadsheet or tracking sheet shall be maintained to ensure all cards are accountable at any given time.

Note: eWIC cards are sequential. There is a check digit at the end of the card number is not part of the sequential order of the cards. Example: 6107 3000 8780 0077, 007 is the sequential numbering not 0077, the next card in the series is 6107 3000 8780 0087, the next 6107 3000 8780 0097.