

New Hampshire WIC Policy & Procedure Manual

Chapter 5. NUTRITION SERVICES AND ADMINISTRATION (NSA) EXPENDITURES

Inventory

Purpose To maintain an accurate account of the agency's equipment, computer and other inventory.

Policy Local Agency (LA) shall be responsible for maintaining an accurate and current inventory of equipment and non-expendable items purchased with WIC funds using the StarLINC Equipment Inventory system. The StarLINC Equipment Inventory system allows for efficient tracking and monitoring of agency inventory.

Note: The State Agency may also add items as described in "Entering Equipment in StarLINC" procedure section.

The following WIC items shall be included in LAs WIC inventory:

- Computer/laptop/tablets equipment/monitors
- Firewall (Cisco Firepower Threat Defense)
- Hotspots\JetPacks\Cradlepoints
- Printers
- Copiers
- Phones
- Anthropometric equipment: scales including carrying cases, stadiometers, including carrying cases
- Hemocue machines
- Card readers*
- Signature pads
- Audiovisual equipment including TV, VCRs
- Office furniture* items such as desks, chairs, bookshelves, cabinets, folding tables, file cabinets
- Laminators
- Other: items as directed by State agency

The LA shall update the agency's StarLINC inventory system with the purchase, transfer, or disposal of any equipment or inventory items. LA shall notify the SA prior to any item over \$500 being purchased, sold, repurposed or disposed of.

The inventory shall be reviewed annually as part of the agency's on-site Management Evaluation or Self-evaluation and at any time requested by USDA or the SA.

* see Exception area of this policy

Authority **CFR 246.7**

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Procedure

Local Agency Inventory

- 1) Equipment purchased and sent from the SA to the LA—SA starts the StarLINC inventory record and initiates a transfer to LA. Upon receiving the equipment, the local agency retrieves the item in the StarLINC Equipment Inventory, marks the item as received and completes other information as outlined below under “Entering Equipment into StarLINC”.
- 2) Equipment purchased by SA and directly shipped to the LA—LA shall add the equipment into the StarLINC Equipment Inventory, mark the item as received and complete other information as outlined below under “Entering Equipment into StarLINC”.
- 3) Items purchased by the LA—LA shall add the equipment into the StarLINC Equipment Inventory, mark the item as received and complete other information as outlined below under “Entering Equipment into StarLINC”.

Entering Equipment into StarLINC

1. New items shall be added to the LA inventory as items are acquired—within 1 month.
2. Items shall be removed from the StarLINC inventory log as disposed of when no longer physically with the agency—within 1 month.

The following information shall be entered and maintained in the StarLINC Equipment Inventory system for each item purchased with WIC funds:

- **Clinic Name** – Select the Clinic Name from the picklist that will be where there item is located.
 - Items shall be added clinic/office where they physically are located i.e. Local agency name—XX office/town.
 - Updated as changes in location out of the main clinic occur (use transfer link to update as changes in location occur).
- **Item Type** – Select the equipment type from the picklist to be added when entering a new item into the Equipment Inventory in STARLINC.
- **Property #** – Enter the item name if one exists into the Equipment Inventory in STARLINC. This would be the computer and printer name such as “Conc-N-CFQBVV1” or “Remote 1”. This is a required field, if no item # or name exists, enter “none”.

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- **Description** - Enter a brief description of what the item is in this field. For example if it is a computer monitor, include the following: the make of the monitor, the model number when available, the size of the monitor, flat-screen or flat panel monitor.
- **Location in Clinic** – Specify where this equipment is located. For example, include location w/in main clinic for ease of completing a physical inventory— XXX’s nutritionist office or clerks desk.
 - Updated as changes in location occur w/in the clinic (use transfer link to update as changes in location occur).
- **Identifier-Serial Number** – Enter the serial number found on the item purchased in this field. Serial numbers should be listed in the Inventory record for all equipment when available.
- **Purchased Date** - Enter the date that the item was purchased in this field. This date can be found on the invoice for purchase. Estimate the month and year of purchase if no documentation exists.
 - Agency shall use 01/01/1900 if date of purchase is not known/available—for older inventory.
- **Received Date** – Enter the date that the item was received by the LA. If date is unknown, do your best to estimate the date.
 - Agency shall use 01/01/1900 if date of purchase is not known/available—for older inventory.
- **Condition**– Select the condition from the picklist that best describes the condition of the equipment.
- **Currently In Use** – Select yes or no. Items shall be changed to “No” in the “Currently in Use box” if item is no longer used by staff – within one month.
- **Notes** – Enter comments about the item in this field. For example, if the item has been placed in storage, transferred to another clinic, disposed of, or given away.
- **Original Cost** - Enter the amount that was paid for the item. If unknown, then do your best to estimate.
 - Agency shall enter \$1.00 if the price/value is unknown
- **Funding Source** – select the type of funding used to purchase the item; in most cases it will WIC.

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- **Percentage WIC** - Enter the percentage of WIC funds that were used to purchase the item; in most cases this will be 100% WIC.
- **Date Physical Inventory Complete** – The LA will populate this field after completing a physical inventory.

Local agency shall always save a copy as an excel document (or print a copy) of your updated inventory w/ the update date specified in the title of the document, i.e. Local agency name—XX/XX/20XX. This will serve as a back-up for any discrepancies in the MIS inventory. The following are tips LA may find helpful for printed excel copies of the StarLINC inventory:

- If agency decides to print out a copy—certain fields in the excel document may be hidden from view to enable more manageable printing.
- When saved as an excel document—the sorting function may be used to isolate inventory items by location or item type; also items disposed of may be hidden from view as they are not needed as part of the physical inventory.
- Do not delete columns/rows—use the hide function instead

Physical Inventory Requirements

The local agency shall complete a physical inventory at their main clinic and non-mobile satellite clinics prior to the agency's Management Evaluation (ME) and as part of the agency's Self-Evaluation (SE). Items listed under the "WIC items must be included in LAs WIC inventory" section of this policy shall have a physical inventory completed at the ME/SE. State agency staff shall conduct a physical inventory as part of the agency's ME Office visit, including a spot-check of office furniture items only. State agency staff will also spot-check inventory at the scheduled ME Clinic observations for non-mobile clinics when possible. The local agency shall be responsible for completing a physical inventory of all satellite locations.

Unique Inventory Situations

Lost, Stolen or Destroyed Property

If equipment is lost, stolen, or destroyed, the SA shall be notified immediately with the additional information described below.

- 1) **If damaged** – a repair estimate or a statement from the supervisor that the item is too costly to repair.
- 2) **If lost or destroyed** – a statement detailing the circumstances surrounding the loss or destruction, along with appropriate documentation from the police department, fire department or

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insurance agency.

- 3) **If stolen** – provide a copy of the police report and a statement of precautionary steps that will be taken to prevent the reoccurrence of theft.

Disposal, Repurpose, Transferring or Deletion of Equipment is used for inventory no longer needed or in use. Refer to *Disposal, Repurpose, Transfer and Deletion of Inventory Policy*.

Exception

Items listed under the “WIC items must be included in LAs WIC inventory” section of this policy with a * may be entered into the StarLINC Inventory system as a group, i.e. card readers, may be entered as one entry per the location they are associated with to include details in the description/notes field. Items with an * are considered to be of less than ~\$100 dollars in value.

Breast pump inventory is managed through a separate StarLINC Breastpump inventory application.