

3.02 Security of Food Instruments

POLICY:

The Local Agency is responsible for the security of all food instruments from the time the food instruments are created to the time they are issued to participants, parents/caretakers, or proxies.

PROCEDURE:

A. Storage of Food Instruments

1. Food instruments must be stored under double lock and key whenever they are not in use.
2. Food instruments and **WIC Identification Folders (FD-10)** will be stored in separate areas.
3. Food instrument stubs will be stored in a locked area.
4. All food instrument stock will be stored in a locked closet or cabinet when not in use.
5. Printers with food instrument stock left in them overnight will be stored under double lock and key.

B. Secure Use of Food Instruments by WIC Personnel

1. Food instruments will not be left unattended at any time.
2. Food instrument storage locations will not be left unlocked and unattended at any time.
3. Access to storage closets, cabinets or drawers will be limited to designated WIC personnel.
4. Food instruments will be stored in a locked trunk of a car during transportation.

C. Inventory of Food Instruments

The Local Agency is responsible for maintaining an accurate inventory of all food instruments at all times.

REFERENCES:

1. WIC Regulations 246.12, Food Delivery Systems