

3.05 Food Instrument Issuance

POLICY:

The Local Agency must account for the disposition of all food instruments as either issued or voided. Redeemed food instruments must be identified as validly issued, lost or stolen. The Local Agency will be subject to claims as outlined in 246.23(a)(4) for redeemed food instruments that do not meet the conditions established in 246.12.(q) of the Federal Regulations.

PROCEDURE:

A. Prior to Food Instrument Issuance

1. Food instruments will not be printed prior to the WIC participant's visit to the WIC clinic.
2. WIC personnel will compare the red and black serial numbers on the food instruments to ensure that WIC participants are receiving the correct food instruments. Notify the State Agency Help Desk **immediately** if a discrepancy is found.

B. Food Instrument Issuance

1. Each WIC participant will receive one (1) to four (4) food instruments per month.
2. Food instruments will not be issued for more than three (3) consecutive months at a time.
3. Food instruments will be automatically prorated when the WIC participant is late picking them up.

C. Signing the Food Instrument Stub

1. The WIC personnel will instruct the payee or proxy to sign and date the side of the first food instrument stub and initial the last stub in the set.
2. To prevent the payee or proxy signature from flowing into the food instrument, the stubs should be separated from the food instruments before signing.
3. Food instruments and stubs for an entire family should be left intact and not separated between family members.

D. Error on the Food Instrument Stub

1. White-out and similar products should not be used on the food instruments or stubs because of the possibility of concealment of factual information.
2. If an error occurs, WIC personnel will draw a single line through the error and initial.

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E. Retention of Food Instrument Stubs

1. Food instrument stubs will be stored in a locked area.
2. Stubs should be maintained for three (3) years and one-hundred fifty (150) days. This maintenance period will be calculated from the last day to spend as indicated on the stub.

F. Instruction for the WIC Payee/Proxy

1. Only one signature is required on the food instrument upon redemption. The WIC payee/proxy will be instructed to sign the food instrument at the store **only** after the purchase price has been entered on the food instrument.
2. The WIC payee/proxy will be instructed to use the food instrument between the first and last date to spend shown on the food instrument.
3. A current Vendor List will be provided to new participants for their area.

REFERENCES:

1. WIC Regulations 246.12 (q), Food Instrument Disposition