

3.14 Food Instrument Inventory

POLICY:

The Local Agency is responsible for verifying receipt of food instruments that are shipped for each Local Agency WIC clinic by the State Agency.

PROCEDURE:

A. Request for Food Instrument Stock

1. The WIC clinic must request food instrument stock through the State Agency mainframe.
2. The WIC clinic must notify the State Agency when food instrument stock is not received within five (5) days of their request.

B. Shipment of Food Instrument Stock

1. The State Agency will mail food instrument stock to the requesting WIC clinic after a request has been received by the State Agency mainframe.
2. Food instrument stock orders for satellite sites will be mailed to the permanent WIC clinic locations only.

C. Receipt of Food Instrument Stock

1. The food instrument stock must be marked "Available" in the STORC system as soon as it arrives at the requesting WIC clinic (**see STORC Users Guide for food instrument ordering and receiving procedures**).
2. Failure of the requesting WIC clinic to mark the food instrument stock as "Available" will result in a warning message being sent to the State Agency that the stock has not been received.

D. Inventory of Food Instrument Stock

The Local Agency Food Instrument Coordinator will conduct a monthly inspection of blank food instrument stock available to ensure the presence of sufficient supply at each Local Agency WIC clinic.

REFERENCES:

1. STORC Users Guide VI, page 55-63