

3.06 **Voiding eWIC Benefits**

POLICY:

The Local Agency is responsible for voiding eWIC benefits for food package changes, parent/guardian changes, or replacement of food benefits (see **Policy 1.10, Disaster Policy and Coordination, Section F**).

PROCEDURE:

A. Documentation of Void Reason in Crossroads

The void reason must be selected on the **Food Instrument List Screen** when the “**Confirm Action Food Instruments to be voided**” confirmation box is enabled.

B. Tracking of Returned Formula

1. All formula returned to the Local Agency will be tracked on **Attachment #1, Returned Formula Tracking Form**. At the time a participant, parent/guardian or caretaker brings formula into the Local Agency, the staff receiving the formula will complete sections 1-6.

ATTACHMENTS:

1. Returned Formula Tracking Form