

3.03

Food Instrument Reconciliation

POLICY:

The Local Agency is responsible for verifying receipt of food instruments that are distributed to each WIC participant at each Local Agency WIC clinic.

PROCEDURE:

A. **End-Of-Day (EOD)**

The EOD procedure involves the transfer of the STORC ASCII transactions for the day, data base file updates and STORC repositories to the appropriate destinations.

B. **Food Instrument History Report**

1. The Food Instrument History Report is a report that is automatically run when the EOD process is performed.
2. The Food Instrument History Report **must** be manually generated through the **STORC Reports Screen** if it is not automatically generated.

C. **eWIC Benefit Reconciliation**

1. The Food Instrument History Report **must** be reconciled once the End of Day process has been completed at the permanent site with all Benefit Balance Receipts. Once the reconciliation is completed, the Food Instrument History Report should be signed, dated and stored in a secure area with the Benefit Balance Receipts stored by date.
2. Where practical, WIC personnel responsible for issuing and voiding eWIC benefits should not conduct the eWIC benefit reconciliation by themselves. If possible, the reconciliation job should be rotated among several WIC personnel.