



SECTION: Local Program Operations 500
SUBJECT: ORDERING AND SECURING FOOD INSTRUMENT
STOCK AND MICR TONER
DATE: April 11, 2013 (*Revised*)

POLICY: Local programs shall be responsible for all FI stock received from the contracted printer, including inventory and security of FI stock, until issued to a WIC participant. FI stock, pre-printed FIs and MICR toner cartridges must be locked in a secure location.

PURPOSE: To ensure the Oregon WIC program follows a consistent method in maintaining FI stock inventory and security.

RELEVANT REGULATIONS: 7 CFR §247.12—Food delivery systems

DEFINITIONS: *Contracted printer* The company who prints and distributes FI stock according to the state contract.

Food Instrument (FI) “Food instrument” or “FI” means a negotiable financial instrument by which WIC benefits are provided to participants. Food instruments can provide either specific amounts of WIC authorized foods or formulas or a fixed-dollar amount for participants to obtain WIC authorized fruits and vegetables (referred to as a “Cash Value Voucher” or “CVV”). Food instruments are also referred to as “checks” or “vouchers.” Cash Value Vouchers are also referred to as “Fruit and Vegetable Vouchers.”

MICR toner cartridge A toner cartridge containing magnetic ink that is used to print check numbers using the MICR (magnetic ink character recognition) font. This allows checks to be processed automatically.

PROCEDURE:

- Ordering FI stock***
- 1.0 Local WIC staff shall order shipments of FI stock from the contracted printer. It is recommended that each clinic site maintain a minimum one-month supply of stock.
 - 1.1 Perform an inventory of stock currently available at the local clinic prior to ordering new stock.

(Ordering FI stock:)

1.2 Download the “WIC FI Stock Order Form” from the WIC Clinic Forms page at <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/clinicforms.aspx>. Complete the form and submit it to the contracted printer via fax, mail or e-mail or by using the Submit button on the form. Allow five working days to ship the requested order.

NOTE: Designate “Rush” or “Overnight Shipment” on the form when stock is needed in emergency situations.

1.3 When FI stock is received, notify the state WIC office via e-mail, FAX or mail or by using the FI Stock Receipt Form, available on line at <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/fi-receipt-form.pdf>. Include the following information:

- Date received
- Agency/clinic
- Number of boxes received

FI stock inventory

2.0 Local WIC staff shall conduct an inventory of FI stock at least once a month. A sample log is available online at <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/voucher-stock-inventory-log.pdf>. Local staff may create their own log format (either paper or electronic), however it must include at a minimum the following information:

- 2.1 Date;
- 2.2 Number of unopened boxes;
- 2.3 Number of bundles in opened boxes;
- 2.4 Number of boxes ordered (only filled in when placing a new order);
- 2.5 Date new shipment received (only filled in when receiving a new order);
- 2.6 Number of boxes received (only filled in when receiving a new order);
- 2.7 Total boxes.

Ordering MICR toner cartridges

3.0 Local staff shall order MICR toner cartridges directly from the contracted vendor (**not** the same as the contracted printer for FI stock). It is recommended that staff keep one extra MICR toner cartridge in supply at all times.

3.1 Complete the “WIC MICR Cartridge Order Form” and fax it to the contracted vendor. This form is available online at <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/micr-ink-order-form.pdf>

(Ordering MICR toner cartridges)

3.2 Once the toner cartridge has been received, fill in the **“For Oregon WIC Use Only”** section on your order form and fax this form to the state WIC office.

NOTE: Faxing is the preferred method for ordering MICR toner. You may also phone in your order if necessary. If you phone in your order, please fill in the order form to reflect the phone order and complete the **“For Oregon WIC Use Only”** information upon receipt of the toner cartridge and fax this form to the state WIC office.

Security of FI stock and MICR toner cartridges

4.0 FI stock and unused MICR toner cartridges shall be locked in a secure location that is only accessible to local WIC staff. A locked file cabinet, desk or closet is considered appropriate security.

4.1 A staff person must attend unlocked FI stock at all times.

Written procedure

5.0 Local programs shall have a written procedure that outlines the process for securing FI stock, printed FIs and unused MICR toner cartridges that includes how the security requirements in this policy will be met.

Quarterly audit

6.0 The WIC Coordinator shall review food instrument security and audit trails on a quarterly basis. The required audit log form to use can be found online at <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/quarterly-fi-audit.pdf>. ★

**If you need this in large print or an alternate format,
please call 971-673-0040.
WIC is an equal opportunity program and employer.**