



POLICY: Local programs shall use the food instrument (FI) register to monitor the FI ranges that are issued to specific participants and as notification of certification expiration and follow-visit needed. Local programs shall use and retain the FI stub to capture the participant's signature for each page of FIs that are printed.

PURPOSE: To provide an audit trail for WIC FIs and to provide a system to alert staff of upcoming recertifications, needed clinic follow-up, terminations and to capture the participant's signature.

RELEVANT REGULATIONS: 7CFR §246.12(1)—Control of food instruments

OREGON WIC PPM REFERENCES:
◆505—Food Instrument Issuance and Printing
◆636—Participant Notification: Ineligibility & Termination from WIC

DEFINITIONS: *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.”

FI register A report that lists all the FIs printed for a specified date range.

FI stub The detachable bottom portion of the FI paper stock. When FIs are printed, FI issuance data is printed on this stub. There is also a signature line where the participant, parent or caretaker must sign when receiving FIs.

PROCEDURE:

- Information on FI register*
- 1.0 The FI register displays the following information:
 - 1.1 WIC ID (family and participant number);
 - 1.2 FI Numbers (from *x* to *y*);
 - 1.3 Participant Name (Last, First, M);
 - 1.4 WIC Category;
 - 1.5 Food Package;
 - 1.6 Term Reason (lists each type of term reason for an individual participant).

FI REGISTER AND STUB, cont.

*(Information on
FI register:)*

1.6.1 TWIST can automatically provide a termination notice during the “End of Day” process when a participant is no longer eligible for the WIC program. If the user manually prints a termination notice, TWIST will *not* produce another notification. See ♦636 for notification requirements.

1.7 Recert Due (indicates upcoming recertification or required follow-up visits)

1.7.1 Use the “Recert Due” information to schedule recertification and follow-up appointments when needed.

1.8 Month to Hold for 2nd NE (provides advance warning and indicates upcoming second nutrition education visits)

***Retention of FI
register***

2.0 FI register data is maintained in the TWIST system for six months before being archived at the state WIC program. For audit purposes, the state WIC program will retain FI register data for three years from the date of printing. If local WIC staff need to review specific FI issuance data for a time period that has been archived off the TWIST system, staff may contact the state WIC office and request this data.

***Information on
FI stub***

3.0 The FI stub displays the following information:

- 3.1 Agency/Clinic;
- 3.2 WIC ID (family and participant number);
- 3.3 Participant Name;
- 3.4 FI Range;
- 3.5 Date Printed;
- 3.6 Signature Line.

***Retention of FI
stub***

4.0 For audit purposes, the local program must maintain FI stubs for three years from the date FIs were printed. FI stubs must be collected and filed on a regular basis. For example, the FI stubs for each day can be put in an envelope that is dated with the date the FIs were printed. These daily envelopes can be inserted into a larger envelope for a monthly period and filed.

Stub for mailed FIs

4.1 When FIs are mailed, staff shall initial each FI stub, indicate “mailed” and write the reason for mailing on each FI stub. The stubs of mailed FIs must be kept in a separate file and must be available for review by state staff. ★

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