



Section 6: eWIC Cards and Inventory

Overview

In eWIC, food and formula benefits are redeemed using a magnetic stripe electronic benefits transfer card, or eWIC card. Every family unit in WIC will need to be issued at least one eWIC card when they convert to eWIC. You will need to make sure your agency always has enough cards in inventory to meet the needs of your caseload.

Local Agencies will be responsible for ordering cards from the State on a quarterly basis and securing and monitoring the inventory of those cards.

About eWIC cards

- Cards are packaged in batches or sleeves of 250 individual cards with numbers in sequential order.
- A minimum order will be for one sleeve of 250 cards.
- Cards must be ordered in multiples of 250.
- Card sleeves measure 9" x 4" x 2 1/2".
- If multiple sleeves are ordered they will be shipped in cases of up to 6 sleeves. Cases measure 23" x 16" x 18 5/8".



Initial Card Order

Your very first shipment of eWIC cards will be determined by the State and the eWIC Contractor and will be sent to you in the fall of 2015. This initial inventory is estimated to meet your agency needs for approximately the first 6 months after

conversion. Each agency will be notified of the total number of card sleeves or cases you will be receiving prior to the shipping of the card order to help with planning for storage.

Upon receipt of your card order, record the number of sleeves received in the appropriate month on the Monthly Inventory Log. See Policy 501e – *Ordering and Securing eWIC Cards*.

Card security

eWIC cards must be kept in a secure, locked location when not attended by staff. Damaged or unusable cards must be shredded or cut up before disposal.

Questions for Consideration

- Where will you store eWIC cards?
- Will the location where you currently store FI paper and MICR cartridges be sufficient?

Card Distribution and Issuance

With eWIC, both front desk staff and certifiers may be issuing eWIC cards. Prior to your eWIC conversion date, your agency may distribute cards to staff within the clinic as long as they have a secure location to keep them.

Questions for Consideration

- Who in your clinic will be responsible for issuing cards to families?

Your agency may also need to distribute cards to clinics other than your main WIC clinic site for issuance.

Satellite and other Clinics:

There are two options for cards issued at other clinics:

- If you have a secure location to keep cards at the clinic, you may further distribute card inventory to it. In this option, document the number of sleeves

you are allocating to the other clinic on your Monthly Inventory Log. Then start a new Monthly Inventory Log sheet for that clinic.

- If you do not have a place to secure cards, you may bring a supply of cards with you from the main clinic site and return any remaining cards to your main clinic site supply and inventory when you return.

Discussion Questions:

- To which clinics other than your main clinic might you permanently assign card inventory?
- Do you have a secure location for them?
- How will your monthly inventory be performed there?

Card Inventory and Ordering Cards

Once your agency is converted to eWIC, you must begin performing a monthly card inventory. This inventory must be performed by someone different than the one who receives the orders. This person will be responsible for accounting for all card sleeves in the clinic inventory at the end of the month. This inventory will be documented on the Monthly eWIC Card Inventory log. See Policy 501e – *Ordering and Securing eWIC Cards*.

During rollout you will be issuing one or two cards to each family as they come in to the clinic and are converted to eWIC. After rollout, you will only be issuing to new families in WIC and replacement cards, and your eWIC card supply needs will decrease.

Additional card orders will be processed quarterly beginning about 3 months after statewide rollout begins. The monthly inventory should help you monitor card use in your agency and will help with the quarterly order.

Questions for Consideration

- How will your agency perform the monthly inventory?
- How will you track how quickly are you issuing eWIC cards?

**✓ Task Checklist:**

- ✓ Plan for storage and security of eWIC cards.
- ✓ Determine clinic and satellite distribution methods.
- ✓ Ensure that the staff designated to perform the monthly inventory and order cards have read and understand Policy 501e- *Ordering and Securing eWIC Cards*.
- ✓ In the fall of 2015 your agency will receive a shipment of eWIC cards that will last approximately 6 months from your conversion date. To help with planning for storage of the card order, the State WIC office will provide you the number of sleeves or cases of cards you will be receiving prior to the shipment arriving.