

Section 8.2: WIC Card Management: Ordering, Inventory, and Security

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References: 7CFR 246.12 (p)

Policy: Local Agencies are responsible for managing WIC Card inventory – ordering, tracking, and securing cards.

Purpose: To ensure adequate inventory to meet operational needs and to reduce risk of fraudulent card usage.

Procedures: Local Agencies should have enough WIC Cards on hand for **at least 6 months** of operations.

Ordering WIC Cards

- Routine ordering: Local Agencies must submit orders for WIC Cards quarterly (see Guidance for dates), using [Quarterly WIC Card Stock Order Form](#).
- If the Local Agency does not need WIC Cards for the quarter, they must submit an order with a quantity of zero.
- Emergency orders: Local Agencies may receive WIC Cards outside of the established quarterly schedule only for true emergencies, such as natural disasters in which cards were destroyed. Staff must contact the State WIC Office if this occurs.

Receiving and Tracking Inventory

- Upon receipt of a card shipment, verify that the quantity ordered was received. It is not necessary to retain packing slips.
- Log on a tracking sheet the # boxes received and the cards' serial number range. When cards are sent to another clinic/location, document how many WIC Cards (# boxes or individual cards) were sent. See sample, Exhibit 8-X: [WIC Card Inventory Log](#). You may use this log, or one you develop yourself.

Security

WIC Cards must be secured to minimize risk of cards and food benefits being misused.

- WIC Cards needed for daily clinic operations can be readily available to WIC staff (e.g., at their workstations), but should be kept out of sight (e.g., in a desk drawer).
- WIC Cards should never be in “public view” or unattended.
- Any cards not needed in clinic, must be stored in a locked area (e.g., a locked room or cabinet), with access limited to a few authorized WIC staff.
- At the end of the day, all WIC Cards must be secured in a locked area not accessible by non-WIC staff (e.g., cleaning staff).

Guidance

Cards must be secured, and access limited to a few authorized WIC Staff.

- When holding clinic “off-site” or in a space in which there is no secure locked space, staff must arrange to store and secure the cards in an opaque closable container or receptacle (e.g., a money pouch or passport holder), ideally “on their person” or in a bag under the control of staff.
- If stored in a locked room or cabinet, only a very limited number of WIC staff should have access to the key (e.g., the clinic supervisor).
- Cards must never be accessible to non-WIC staff during both work and non-work hours.

If your agency has questions or concerns related appropriate secure storage or staffing issues that impact limiting access, contact your WIC Consultant to discuss.

Quarterly orders *are required*.

- If the Local Agency does not need WIC Cards for the quarter, submit an order with a *quantity of zero*.
- If the Local Agency does not submit an order, you will be contacted by the State WIC Office.

Card Stock Quarterly Schedule

- Shipment of cards takes approximately 6-7 weeks.

Card Stock Quarterly Ordering Schedule

Quarter	Ordering Deadline	Delivery
1 st Quarter	December 15 th	February
2 nd Quarter	March 15 th	May
3 rd Quarter	June 15 th	August
4 th Quarter	September 15 th	November

Estimating number of cards to order:

- Cards are issued *to households*.
- Households are issued only one card at a time.
- Local Agencies need enough cards to issue to **new households** and to provide as a **replacement** for cards for reported lost/stolen, damaged, or inoperable.
- If you need assistance in estimating the number of cards to order, contact your WIC Consultant.

Reference – Complete Listing of Hyperlinks

Quarterly WIC Card Stock Order Form

(<https://redcap.health.state.mn.us/redcap/surveys/?s=7KMMC4DCJJ>)

Exhibit 8-X: WIC Card Inventory Log

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex8/8xfi11.docx>)

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