

Administration Volume
Food Instrument Accountability Section

Food Instrument Issuance (3.04800)

ER#3.04800

Authority 2008 7CFR 246.4(a)(25)(26), 2007 7CFR 246.12(r)
Issued 1/92
Revised 04/15

POLICY: The local WIC provider (LWP) shall issue food instruments for appropriate food packages on the same day a participant is declared eligible for program benefits. Exceptions are breastfeeding women and breastfed infants eligible for the program but not receiving food instruments or supplemental foods. LWPs shall ensure certification and food instrument issuance procedures consist of at least two (2) separate and distinct functions performed by two (2) different staff members.

PROCEDURES:

- A. An individual must be determined eligible for the program before any food instrument is issued.
- B. All eligible participants must have a current certification record entered in the MOWINS system before the LWP issues food instruments for the eligibility period.
- C. The food instruments shall provide a food package for a full month if the food instruments are printed on or before the “first date to use” in MOWINS. If the participant’s food instrument pick-up appointment date is after the “first date to use”, the system will automatically prorate the food package for the current month accordingly. Note that the “last date to use” for each food instrument in MOWINS will never change. For participant on multi-monthly food instrument cycle, full food package will be issued for future month(s).
- D. When MOWINS is inoperable, LWP must verify the mailing address with the participant/guardian. Mail the food instruments to the participant on the next business day that the system is available. The participant or guardian may choose to return to the nearest clinic site to pick-up the food instruments in person rather than receive the food instruments by mail.
- E. Preventing Conflict of Interest – A separation of duties related to the accountability and control of food instruments must occur among WIC staff. Refer to ER# 1.07000 Program Integrity.

