

## IX. Food Instrument/Food Instrument Accountability and Control

### 9.1.010 Food Instrument Accountability and Liability

Authority 2019 7 CFR 246.12(p) and (q)

Issued 01/1981

Revised 02/2020

**POLICY:** The local agency (LA) shall maintain strict control and accountability of all food instruments from the time the food instruments are received to the time they are issued to participants, authorized representatives, or proxies. The LA must account for the disposition of all food instruments.

#### PROCEDURES:

- A. The LA will meet established standards to ensure the security of food instruments. Refer to policy [9.1.040](#).
- B. The LA shall ensure each issued food instrument is properly:
  1. Issued to an eligible participant with a valid certification.
  2. Documented in the card management tracking system.
  3. Destroyed, if returned.
- C. The state agency (SA) reserves the right to bill the LA for the redeemed amount of improperly issued food benefits. The LA may repay the SA by:
  1. Submitting a check for the identified amount within 45 calendar days of notification, or
  2. Reducing the monthly invoice by the identified amount.
    - a. This reduction will be withheld from the monthly invoice submitted for payment. This action reduces the reimbursement amount of the monthly invoice.
    - b. The LA shall not pay for these by claiming the identified amount as an expense on the WIC administrative cost report.
- D. The SA reserves the right to bill the LA for the cost of each unissued food instrument for which accountability is not maintained. The LA must repay the SA by submitting a check for the identified amount.