

IX. Food Instrument/Food Instrument Accountability and Control

9.1.040 Food Instrument Inventory Management

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Revised

POLICY: The local agency (LA) is responsible for managing food instrument inventory, including ordering, securing, and tracking, to ensure inventory is adequate to meet operational needs and to reduce the risk of fraudulent food instrument use.

PROCEDURES:

- A. The LA shall designate WIC staff to manage food instrument inventory. If the LA has multiple sites, the LA has the option to designate one WIC staff per agency or one WIC staff per site. A second WIC staff should be designated as back up.
 1. The designated WIC staff shall order, track, and secure food instruments at the LA and satellite site(s).
 2. The designated WIC staff shall maintain strict inventory controls by:
 - a. Ordering food instruments using the online ordering form;
 - b. Verifying receipt of food instruments and signing the Missouri eWIC Food Instrument Shipping and Receiving form before returning the signed form to the state agency (SA);
 - c. Assigning food instruments to WIC staff daily for issuance;
 - d. Reconciling inventory at the end of each day, ensuring each food instrument issued has been documented on the Food Instrument Bundle Inventory;
 - e. Confirming the end of day food instrument inventory by physical count; and
 - f. Storing all food instrument inventory forms for the main site and satellite site(s), either electronically or in paper form, in a secure location.
- B. All food instruments shall be stored in a locked, secure storage area with limited access.
 1. Access to the stored food instruments must be limited to the designated WIC staff and the back up.
 2. Food instruments used for daily clinic operations can be readily available to all WIC staff at their work stations but should be kept out of sight (e.g., in a desk drawer).
 3. At the end of the day, all food instruments must be accounted for and returned to the locked, secure storage area.
- C. Security shall be maintained at all times if the LA travels with the food instruments to a satellite site.