

Administration Volume
Food Instrument Accountability Section
Keying Food Instrument Disposition (3.06400)

ER# 3.06400

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POLICY: The local WIC provider (LWP) shall void in MOWINS all printed food instruments that are not issued to participants, or are returned unused by participants. The LWP shall mark lost or stolen in MOWINS when food instruments are reported as lost/stolen by participants. All printed food instruments must be reconciled monthly.

PROCEDURES:

- A. The LWP shall use the “Identify Checks to Void” screen in MOWINS to void all printed food instruments (with errors, that are damaged, or that have food package changes) that cannot be issued to a participant or are returned unused by a participant. This shall be done immediately.
- B. The LWP shall use the “Identify Lost/Stolen Checks” screen in MOWINS to identify all food instruments reported by a participant as lost or stolen.
- C. For food instruments in the LWP possession, *immediately* upon being voided in MOWINS, the LWP shall verify in the participant folder in MOWINS, under check history tab, that the food instrument has been voided. The LWP shall deface the food instruments as “void” and shred immediately.
- D. The state WIC office reserves the right to sanction a LWP that does not key unused printed food instruments as void, or fails to handle properly and destroy food instruments that cannot be used in a timely manner.