

## Division of Community Nutrition

*Subject:* **Security for eWIC Cards and Card Sleeves**

*Policy:* **FDS 04.1 - C**

*Reference:* CFR 246.12(p)

*Effective:* **August 12, 2013**

*Supersedes:* **August 1, 2012**

### **I. Policy:**

The local agency shall be responsible for the security of eWIC card stock and card sleeves at all times.

### **II. Procedure:**

- A. Local agency personnel shall store eWIC card stock and card sleeves in a locked, secure area restricted to designated WIC personnel.
- B. Access to locked storage shall be limited to designated personnel.
  - 1) Local agency personnel shall not leave eWIC card stock and card sleeves unattended or the storage area unlocked at anytime.
  - 2) Local agency personnel shall remove eWIC card stock and card sleeves and secure them in locked areas at the end of the business day.
- C. Any time eWIC Cards are unsecured they are to be under WIC personnel control.
- D. Local agency personnel shall inventory eWIC Card stock and card sleeves monthly within the Crossroads application. Local agency personnel shall log monthly inventory on the eWIC Card Stock and Card Sleeves Inventory ([WIC-402C](#)) and maintain logs for monitoring.
- E. In the event of Crossroads unavailability, local agency personnel shall immediately report any missing eWIC card stock and card sleeves to the local agency WIC Coordinator. The WIC Coordinator shall notify local law enforcement and inform the designated SWO Operations Liaison within twenty-four (24) hours of noting the loss.
- F. The WIC Coordinator shall coordinate the investigation with the police and keep the designated SWO Operations Liaison informed on its status. The WIC Coordinator shall submit a summary report of the incident within thirty calendar (30) days to the designated SWO Operations Liaison, including a copy of the police report of the incident.