

MI-WIC POLICY

Food Benefit Issuance/EBT Card Security

8.0 Food Benefit Issuance/EBT Card Security

Effective Date: 01/06/10

8.01 Benefit Issuance

PURPOSE: To provide guidance on issuance of food benefits to WIC clients.

A. POLICY:

1. The Michigan WIC Bridge card shall be used as the instrument by which WIC food benefits are made available to WIC clients. See Policy 8.09 Michigan WIC Bridge Card Issuance.
2. WIC food benefits shall be made available to clients at the time of certification.
3. WIC food benefits are issued to clients no more than three months at a time.
4. WIC food benefits are redeemed for specified foods at stores that are contracted with the Michigan Department of Community Health, WIC Division. Infant formula, exempt infant formula or WIC-eligible medical foods may also be obtained at pharmacies contracted with the Michigan Department of Community Health, WIC Division.
5. Food packages shall be prorated if a client comes in 11 days or more late to pick up benefits. See Policy 8.02 Benefit Proration. When prorating, the following foods should not be reduced below the maximum quantities:
 - a. Cereal – 36 ounces
 - b. Peanut butter, canned and dry beans
 - c. Fresh fruits and vegetables
 - d. Whole Grains

Reference:

Federal Regulations: 7 CFR 246.12(r)

Cross-reference:

8.02 Benefit Proration

8.09 Michigan WIC Bridge Card Issuance

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8.02 Benefit Proration

PURPOSE: When a client receives EBT benefits eleven or more days after the benefit start date, food package proration is used to reduce the quantity of food provided for the amount of time remaining in the month.

A. POLICY

1. WIC clients shall receive food benefits for the current benefit month, regardless of when they pick-up or have their WIC benefits loaded. The food package shall make available at least one food from each of the allowable WIC food groups according to the client's status.
2. Food package proration shall apply to all clients.
3. Food package proration shall apply to the current month's food package. If more than one month of benefits is issued, MI-WIC prorates only the first month's benefits.
4. A full food package is issued within 10 days of the current month's benefit start date. If a client picks up or has benefits loaded after this period, the food package will be prorated according to this schedule:

1st Proration 11 days to 20 days - issues 2/3 package

2nd Proration 21 days or more after benefit start date - issues 1/3 package.

5. When prorating, the following foods are not reduced below the maximum quantities:
 - a. Cereal – 36 ounces
 - b. Peanut butter, canned and dry beans
 - c. Fresh fruits and vegetables
 - d. Whole Grains
6. Local agencies may disable proration (uncheck the Prorate Box on the Issue Benefits screen in MI-WIC) in the following circumstances:
 - a. Custody change when benefits are not available, especially foster children (See Policy 8.04 Replacement of Food Benefits)
 - b. In the event of scheduling errors
 - c. MI-WIC system interruption
 - d. Unexpected clinic closure or staff unavailability to load benefits
 - e. When benefits have been lost in a disaster (i.e. fire with proof)

Reference:

Federal Regulations: 7CFR 246.12 (r)

Cross-Reference:

8.04 Replacement of Food Benefits

PURPOSE: To allow an Authorized Person to designate alternative person(s) to authorize services for members of the authorized person's family, and/or to obtain or purchase WIC food benefits.

A. POLICY:

1. A proxy is a person designated by the WIC Authorized Person to obtain WIC services for members of the authorized person's family and/or to purchase WIC food benefits.
 - a. Up to two proxies may be designated to obtain WIC services for members of the authorized person's family.
 - b. Only one proxy may be designated at a time to obtain a Michigan WIC Bridge card for purchasing WIC food benefits.
2. The Authorized Person shall be informed of the right to a proxy and of the proxy responsibilities during the certification visit.
3. The Authorized Person is responsible for proper use of the food benefits, is liable for any resulting sanctions, and understands that WIC will be unable to replace any food benefits used improperly or not made available to the WIC client by the proxy.
4. Proxies may be designated by the Authorized Person:
 - At the time of certification.
 - Upon presentation of a letter signed and dated by the Authorized Person indicating the name of the individual designated as the proxy.
 - And shall be reviewed at each certification or whenever the Authorized Person desires to change proxy designations.
5. If no proxy is designated by the Authorized Person at certification, document in MI-WIC that a proxy was declined.
6. The local agency must inform an Authorized Person that the proxy must follow the instructions for using the Michigan WIC Bridge Card found on the Michigan WIC Bridge TIPS card, and that the Authorized Person is responsible for proper use of the WIC benefits.
7. Local agency staff may withhold privileges of the proxy who has misused WIC benefits.
8. A person presenting at a local agency as a proxy shall be asked to show identification to assure that he/she is the authorized proxy, prior to providing service including the issuance of benefits.
9. When a designated proxy comes to WIC to obtain benefits, up to three months benefits may be issued.

10. A separate Michigan WIC Bridge card shall be issued to the proxy designated to obtain WIC benefits.

Note: If a Michigan WIC Bridge card has not previously been issued to an authorized person when the proxy's Michigan WIC Bridge card is issued, a card shall be issued to the authorized person at the same time. The name of the authorized person shall be written on the back of the authorized person's Michigan WIC Bridge card and the card shall be given to the proxy to provide to the authorized person.

Reference:

Federal Regulations: 7 CFR 246.12(r)

Cross-reference:

8.06 Client Education on Using Food Benefits
8.09 Michigan WIC Bridge Card Issuance

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8.04 Replacement of Food Benefits

PURPOSE: To fulfill its mission of improving the nutritional status of women, infants, and children in Michigan, it may be necessary to replace WIC food benefits that are unavailable to the client due to circumstances such as custody change, natural disaster. This policy also addresses the reporting of a lost, stolen or damaged Michigan WIC Bridge Card.

A. POLICY:

1. When the authorized person reports that WIC food benefits are unavailable (e.g., through a custody or foster situation), the local agency shall explore the potential for retrieving the food benefits before replacing them. In doing so, the local agency must use judgment so as to not expose the agency or WIC clients to potentially dangerous circumstances in order to retrieve the food benefits.
2. If the food benefits are not retrievable, the food benefits that are unavailable to the authorized person may be replaced by the local agency under the following circumstances. Routine replacement of benefits should occur:
 - a. When custody has changed and/or benefits are no longer available to the client (i.e., foster care, abuse situations).
 - b. After documented natural disaster (e.g., tornado, fire) where the WIC foods are no longer available.
3. Local agencies can deny replacement of benefits if the agency is unable to verify the circumstances of the loss. Benefits should not be replaced when obtained using the Michigan WIC Bridge Card with the authorized person's approval.
4. Local agencies who choose to replace benefits shall document in the client record the circumstances surrounding the issuing of replacement food benefits.
5. The authorized person shall be instructed to contact ACS Customer Service at 1-888-678-8914 to report a lost, stolen or damaged Michigan WIC Bridge Card. Customer Service will mail the card. The authorized person will receive the replacement card in 3 to 5 business days.

B. GUIDANCE:

1. Local agencies should develop a procedure for clients who repeatedly report a lost or stolen Michigan WIC Bridge Card. Agencies should consider options such as:
 - a. Suggesting the use of a proxy.

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- b. Changing the authorized person to whom WIC benefits will be issued.
- 2. Local agencies may choose to replace lost, stolen or damaged Michigan WIC Bridge Cards. The authorized person or proxy will receive a replacement card the same day. The local agency may develop a local agency procedure that identifies under what circumstances the agency is willing to replace the card.
- 3. If local agencies choose not to or don't have sufficient information available to replace WIC benefits, agencies are encouraged to refer clients to other options to acquire the food, e.g., closet infant formula, food bank, Salvation Army, SHARE, emergency food agencies (Department of Human Service for Emergency Food Stamps), or other local food and disaster assistance resources.

Reference:

WIC Federal Regulations: 7 CFR 246.12

Cross-reference:

8.03 Proxy

8.06 Client Education on Using Food Benefits

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Effective Date: 7/7/09

8.05 Returned Formula

PURPOSE: To assist local agencies in managing returned formula and distributing appropriate replacement food benefits.

A. POLICY:

1. Local agencies shall accept and reissue, or donate, returned formula using methods to maximize product safety and minimize potential for client fraud.
2. WIC agencies shall provide replacement food benefits when a change in a formula-containing food package is indicated (refer to Policies 7.03 Food Package for Qualifying Conditions and 7.05 Customized Food Package).
3. WIC agencies shall require clients to return unopened formula to the clinic for validation of non-use, prior to the issuance of replacement food benefits, in an attempt to minimize client fraud potential. If all benefits for the month have been redeemed and the client does not return any unused formula, no replacement formula may be issued for that month.
4. Local agencies shall examine returned formula for can condition and expiration date. Opened, dented or otherwise damaged and expired formula shall be discarded.
5. WIC agencies shall handle returned formula and replacement food benefits as follows:
 - a. Local agencies may reissue returned formula to WIC clients for exchange of other returned formula, and/or;
 - b. Local agencies may refrain from reissuing returned formula, and instead issue replacement food benefits. In this case, local agencies shall donate returned formula to a non-profit organization.
6. The agency shall develop and maintain a local agency policy that identifies procedures for handling returned formula, as well as the individual responsible for monitoring its inventory and issuance.
7. WIC agencies shall store returned formula in a secure location that is out of view of WIC clients.
8. Replacement food benefits, including exchanged formula, shall be issued according to the proration amount indicated for the current month's food package. No replacement formula may be issued for formula returned after the benefit expiration date.

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9. Documentation of returned formula, as well as reissued and donated formula shall be maintained by the local agency (see 8.05A WIC Formula Acceptance and Reissuance/Donation Log).

B. GUIDANCE:

1. WIC agencies shall exchange formula or issue replacement food benefits when possible for WIC clients, according to local agency policy.
2. Possible Reasons for Returned Formula
 - a. The WIC purchased formula is unused because the food package is no longer appropriate (e.g., change in formula or form of formula).
 - b. The client is otherwise in possession of unused WIC purchased formula.

Example: A WIC authorized person has purchased formula with WIC food benefits and the WIC client is unable to tolerate the formula. The authorized person returns the purchased formula to the WIC clinic, and the clinic staff exchanges it for a formula that is tolerated by the client.

3. Handling Returned Formula
 - a. Agencies that accept returned formula, for reissuance to WIC clients:
 - i. Do not accept formulas that are not Michigan WIC authorized.
 - ii. Document returned formula, and reissued formula on the WIC Formula Acceptance and Reissuance/Donation Log and retain log (See Policies 8.05A WIC Formula Acceptance & Reissuance/Donation Log and 1.06 Records Retention and Destruction).
 - b. Agencies that accept returned formula, but do not reissue the formula to WIC clients:
 - i. Require clients to bring the unused formula into the clinic before issuing replacement benefits.
 - ii. Shall donate returned formula to a local food bank, or other appropriate non-profit organization.
 - a. Note: many food banks will pick up formula from the clinic.
 - b. The Federal Bill Emerson Good Samaritan Food Donation Act protects agencies from liability when donating food in good faith to a non-profit organization.
 - iii. Document returned formula, and donated formula on the WIC Formula Acceptance and Reissuance/Donation Log and retain log (see Policies 8.05A WIC Formula Acceptance & Reissuance/Donation Log and 1.06 Records Retention and Destruction).

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4. Distribution of Replacement Food Benefits
 - a. When revision to a formula containing food package is indicated, unused food benefits are voided if applicable, and the revised food package is provided.
 - b. The reissuance of food benefits may be in the form of exchanged formula and/or replacement food benefits.
 - c. For both methods of replacement, replacement benefits shall be prorated for the current month's food package. Note that proration shall apply only to the current month's food package (see Policy 8.02 Benefit Proration).
 - d. Check the EPPIC system to determine amounts of food items to be voided from a food package whenever possible. In the case of formula, every effort to void out prior issued formula benefits should be made to prevent excessive use of WIC Program food dollars.

5. Other Considerations for Use of Returned/Exchanged Formula
 - a. Exchanged formula may also be used for the following reasons:
 - i. When an infant is switching from a non-contract formula to a contract formula
 - ii. To tide over a family if the certification is not able to be completed.
 - iii. Other reasons as deemed necessary by the WIC Coordinator or specified in local agency policy.
 - b. Returned formula shall not be used for the following purposes:
 - i. Issuance to non-WIC clients/applicants, including WIC staff
 - ii. To exchange for cash or return to a retail store
 - c. If returned formula is a specialty product not likely to be reissued from the local agency prior to its expiration date, it is suggested that the local agency Coordinator post a message in MI-WIC for all State Coordinators alerting them to product availability.
 - d. Clients with formula product concerns, as purchased (i.e., dented can, post expiration date, etc.), should exchange or return the product to the vendor, as opposed to the local agency.

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C. DEFINITIONS

Returned formula is any formula returned to the WIC agency unopened.

Exchanged formula is any returned formula that is reissued to a client.

Replacement food benefits are any food benefits reissued to clients, and may include returned formula or issuance of new food benefits.

References:

Federal Regulations 246.10(b)(2)(iii)

Federal Regulations 246.12(u)

Cross References:

1.06 Record Retention and Destruction

7.03 Food Package for Qualifying Conditions

7.05 Customized Food Package

8.02 Benefit Proration

Exhibit:

8.05A: WIC Formula Acceptance and Reissuance/Donation Log

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Effective Date: 10/1/09

8.06 Client Education on Using Food Benefits

PURPOSE: To define the information components that need to be provided to clients on the Michigan WIC Program who receive food benefits using the Michigan WIC Bridge Card.

A. POLICY

1. The local agency shall provide authorized person with information on:
 - a. WIC foods
 - b. Michigan WIC food card
 - c. Shopping list
 - d. Cash transactions
 - i. For fruits and vegetables, clients will be responsible for cost greater than the cash value benefit.
 - ii. No other cash shall be exchanged between client and vendor, with the exception of promotions. (See Policy 8.07 Manufacturers' and Stores' Sales Promotions)
2. For new certifications and out-of-state transfers, the local agency must inform the authorized person how to use the Michigan WIC Bridge Card and provide a vendor listing.
3. At recertification, ask the client or authorized person if there have been any problems using the WIC food benefits. If yes, provide the appropriate information.
4. A proxy may be provided information about WIC food benefits and how to use the WIC Bridge Card. Refer to 8.03 Proxy Policy for more information about the proxy.
5. If improper WIC benefit or Michigan WIC Bridge Card use has been identified, review with the client, authorized person or proxy, the Michigan WIC Cardholder Training Brochure or WIC Food Card. Refer to Policy 9.01, Client Compliance for information on identification of potential client abuse, sanctions and required documentation. (See Policy 2.18A Michigan WIC Client Agreement)

B. GUIDANCE

1. Resources available to assist with client education include:
 - a. WIC Eligible Foods/WIC Food card
 - b. Michigan WIC Bridge card DVD and materials
 - c. Shopping List
 - d. WIC Vendor List
 - e. Informational material including Overview of New WIC Foods, Fresh Fruits and Vegetables, Whole Grain Bread and Tortillas, WIC Foods for Pregnancy, etc.

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2. If the Michigan WIC Bridge Card DVD or video is shown to the client or authorized person, complete the information by reviewing:
 - a. WIC Vendor List/where to use the Michigan WIC Bridge Card
 - b. Michigan WIC Bridge Card Help Card
 - c. WIC Food Card
 - d. Shopping List

Reference: WIC Federal Regulations: 7 CFR 246.12

Cross-reference:

- 2.18A Michigan WIC Client Agreement
- 8.07 Manufacturers' and Stores' Sales Promotions
- 8.03 Proxy Policy
- 9.01 Client Compliance

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8.0 Food Benefit Issuance

Effective Date: 10/1/09

8.07 Manufacturers' and Stores Sales Promotion

PURPOSE: To allow WIC clients to take advantage of manufacturers' and stores' sales promotion when using the Michigan WIC Bridge Card to purchase authorized WIC foods.

A. POLICY:

1. When shopping with the Michigan WIC Bridge Card at WIC Vendors, WIC clients may take advantage of manufacturers' and stores' sales promotions offered and available to all customers.
2. WIC clients may take advantage of promotions that exceed the food quantities indicated on the shopping list or the federal maximums (i.e. free ounces or buy one get one free).
3. When "cents-off" coupons are used, the cashier is to enter the amounts of the "cents-off" coupons after scanning the WIC food items and before totaling the WIC purchase.

B. GUIDANCE:

1. Free Ounce Offer

In a "free ounce" offer, a manufacturer and/or store offers extra ounces of food at no additional cost. Bonus "ounces" of an item which exceed the amount on the shopping list will be allowed, as long as the regular cost of the original size item is charged and the extra ounce container does not become the standard size. The extra ounces will not decrement the available ounces on the shopping list.

For example, a manufacturer or store could be featuring two (2) extra free ounces of peanut butter sold in a special 20-ounce jar. A WIC client may purchase the 20-ounce jar, even though the quantity exceeds the quantity stated on the shopping list as long as the price does not exceed the cost of the 18-ounce jar. However, if the 20-ounce jar became a standard size, it could not be purchased with the Michigan WIC Bridge Card.

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2. Buy Something, Get Something Free

Some offers require a food item to be purchased to receive some other item free or at a reduced cost. A WIC client may take advantage of this offer using the Michigan WIC Bridge Card, as long as the food WIC is to pay for is a WIC authorized food.

- a. Buy one, get one free: The WIC client uses the Michigan WIC Bridge Card to purchase a WIC authorized food which is applied to this special offer and which entitles the purchaser to receive the free item.
- b. Buy one; get another at a reduced price: The WIC client purchases the full priced item with the Michigan WIC Bridge Card and then chooses to purchase the reduced item with the WIC Bridge Card or uses her or his own money or Food Stamp Bridge Card. When using the WIC Bridge Card, adequate quantity of the food item needs to be available.

3. Cents-off Coupons

The WIC client may use manufacturer and/or store "cents-off" coupons when purchasing WIC authorized foods. When a "cents-off" coupon is used, the store must deduct the worth of the coupon before totaling the WIC purchase.

Reference:

Michigan Department of Community Health Vendor Contract and Certification III. 10.
Guidance material from USDA Midwest Regional Office, letter MWSF-1:WC5, July 15, 1988.

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Effective Date: 10/30/09

8.08 Michigan WIC Bridge Card Security

PURPOSE: To insure that a local agency can account for all Michigan WIC Bridge Cards (EBT cards) issued, or in inventory, in an organized fashion. The local agency is fiscally responsible for proper issuance and accountability of each EBT card assigned to its inventory from ACS.

A. POLICY

1. Bulk EBT Card Stock:

- a. EBT card stock shall be recorded in MI-WIC immediately upon receipt in the local agency.
- b. Bulk EBT card stock for all clinics within an agency must be stored in a secured location. If bulk supplies are stored centrally for multiple clinics, each clinic stock shall be logged separately and each box labeled and inventoried for the specified clinic.
- c. EBT cards in bulk storage shall be kept in a locked area with limited staff access. The WIC Coordinator is responsible for delegating access to bulk EBT card stock.
- d. Non-EBT card issuance staff shall physically inventory EBT cards at least once a month. The Michigan WIC Bridge Card Daily Inventory Control Log shall be dated and initialed to document the inventory performed.
- e. When a box of EBT cards is removed from bulk supply for staff assignment, a Michigan WIC Bridge Card Issuance Log shall be created for the entire box of cards. (See 8.08A Michigan WIC Bridge Card Issuance Log)

2. Daily Use EBT Card Stock

- a. EBT card stock removed from bulk supply and issued to a staff member must be logged into the Michigan WIC Bridge Card Daily Inventory Control Log immediately, with the initials of the staff members and date documented. The involved staff should both initial the daily use log to document the procedures followed. (See 8.08B Michigan WIC Bridge Card Daily Inventory Control Log)
- b. During issuance periods, daily use EBT cards must be kept in an area under staff supervision at all times. When not in use, cards must be kept in locked storage with limited staff access.
- c. The first and last EBT card stock number in each box of daily use EBT cards shall be physically verified and documented on the Michigan WIC Bridge Card Daily Use Inventory Control Log at the start and end of each EBT card issuance day.

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- d. Single staff clinics: EBT card inventory procedures shall be performed, as stated in 2c. above. Non-EBT card issuance staff shall perform *at least* monthly a physical EBT card inventory.
- e. Report ANY EBT card stock lost or stolen from inventory IMMEDIATELY to MDCH/WIC to the Consultant DuJour (1-800-WIC-1636, press 1 and 2).
3. Michigan WIC Bridge Card Daily Inventory Control Logs shall be retained for 3 years and 150 days from the date of the last entry on the log. (See Policy 1.06 Records Retention and Destruction)
4. Creating Michigan WIC Bridge Card Issuance Logs
 - a. Access the Michigan WIC Bridge Card Issuance Log template (DCH-1306) from the MDCH WIC website at www.michigan.gov/wic . (See 8.08A Michigan WIC Bridge Card Issuance Log)
 - b. Enter the beginning (lowest) number of the box of cards being withdrawn from bulk storage for daily use to create the issuance logs. Verify the ending card number on the created log is the same as that of the last card in the box of cards; correct as needed.
 - c. Print the logs and retain the *completed logs* for 3 years and 150 days from completion.
 - d. Secure the Michigan WIC Bridge Card Issuance Logs with the cards being issued to the assigned staff in an envelope or other container.

It is recommended that card stock be assigned to individual staff in increments of 20 cards.

B. DEFINITIONS:

Bulk EBT Card Stock: EBT cards that reside in general clinic/agency secure storage in bulk.

Daily Use EBT Card Stock: EBT cards that have been removed from secure storage/bulk supply and are in daily use until issued.

References:

Federal Regulations 246.12 (p)

Cross References:

1.06 Records Retention and Destruction
10.03 Employee Compliance

Exhibits:

8.08A Michigan WIC Bridge Card Issuance Log
8.08B Michigan WIC Bridge Card Daily Inventory Control Log

Michigan WIC Bridge Card Issuance Log



Exhibit 8 | 08A

Local Agency:		Clinic #:						
Card Number	Check Digit	Date of Issuance	Auth. Person Cardholder Name	WIC Family ID Number	Staff Name Card Issued By	New Card	Replacement Card (L,S,D,B,O)	
50771180	00000000							
50771180	00000001							
50771180	00000002							
50771180	00000003							
50771180	00000004							
50771180	00000005							
50771180	00000006							
50771180	00000007							
50771180	00000008							
50771180	00000009							
50771180	00000010							
50771180	00000011							
50771180	00000012							
50771180	00000013							
50771180	00000014							
50771180	00000015							
50771180	00000016							
50771180	00000017							
50771180	00000018							
50771180	00000019							

Michigan WIC Bridge Card Issuance Log



Exhibit 8 | 08A

Local Agency:		Clinic #:						
Card Number	Check Digit	Date of Issuance	Auth. Person Cardholder Name	WIC Family ID Number	Staff Name Card Issued By	New Card	Replacement Card (L,S,D,B,O)	
50771180	00000000							
50771180	00000001							
50771180	00000002							
50771180	00000003							
50771180	00000004							
50771180	00000005							
50771180	00000006							
50771180	00000007							
50771180	00000008							
50771180	00000009							
50771180	00000010							
50771180	00000011							
50771180	00000012							
50771180	00000013							
50771180	00000014							
50771180	00000015							
50771180	00000016							
50771180	00000017							
50771180	00000018							
50771180	00000019							

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Effective Date: 10/30/09

8.09 Michigan WIC Bridge Card Issuance

PURPOSE: To allow for the issuance of WIC electronic food benefits to clients via the Michigan WIC Bridge Card.

A. POLICY

1. The Michigan WIC Bridge Card (EBT card) is the instrument used to make WIC food benefits available to WIC clients.
2. Issuance of Michigan WIC Bridge Cards to Authorized Persons
 - a. Authorized persons who qualify for WIC food benefits will be issued a Michigan WIC Bridge Card by local agency WIC staff to use for purchasing WIC foods.
 - b. A Michigan WIC Bridge Card shall be issued to an authorized person at the time of the client's certification.
 - c. The local agency shall maintain accountability for Michigan WIC Bridge card issuance. For example, maintain separation of duties between staff responsible for certification and staff responsible for card issuance.
 - d. Issuance staff will remove the next Michigan WIC Bridge Card from their assigned cards and complete the Michigan WIC Bridge Card Issuance Log (See Exhibit A). The authorized person or WIC staff should print the authorized person's name on the back of the card.
 - e. Local agency staff will provide training (WIC EBT video, Michigan WIC Bridge TIPS card, EBT Training Brochure) and review of the Clinic Shopping List and WIC Food Card to all clients new to the EBT benefit process. See Policy 8.06 Client Education on Using Food Benefits.
 - f. Once an initial Michigan WIC Bridge Card has been issued to the authorized person, the card will be activated by creating a Personal Identification Number (PIN).
 - g. The authorized person shall sign the Michigan WIC Bridge Card Cardholder Issuance Signature form (See 8.09B Michigan WIC Bridge Card Cardholder Issuance Signature Form) at issuance of the first Michigan WIC Bridge card. File the form in a central file. Retain the form for at least 3 years and 150 days after the completed fiscal year. (See 1.06 Records Retention and Destruction)

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3. Completing the Michigan WIC Bridge Card Issuance Log
 - a. Enter the following information on the Michigan WIC Bridge Card Issuance Log for the card being assigned:
 1. Michigan WIC Bridge Card Check digit
 2. Date of Issuance
 3. Authorized Person Name
 4. WIC Family ID Number
 5. Staff Name Issuing the card
 6. Check if the card is a New card (i.e., the first card issued to this authorized person)
 7. If the card is a replacement card, write the letter corresponding to the reason for card replacement.

4. Completing the Michigan WIC Bridge Card Cardholder Issuance Signature Form
 - a. Enter the following information on the Michigan WIC Bridge Card Cardholder Issuance Signature Form:
 1. Michigan WIC Bridge Card Number
 2. WIC Family ID Number

 - b. Have the authorized person, client or proxy sign and date the form.

 - c. Completion of the Michigan WIC Bridge Card Cardholder Issuance Signature Form is not required for replacement cards.

Cross-Reference:

- 1.06 Records Retention and Destruction
- 8.06 Client Education on Using Food Benefits

Exhibits:

- 8.09A: Michigan WIC Bridge Card Issuance Log
- 8.09B: MI-WIC Bridge Card Cardholder Issuance Signature Form

Michigan WIC Bridge Card Issuance Log



Exhibit 8 | 09A

Local Agency:		Clinic #:						
Card Number	Check Digit	Date of Issuance	Auth. Person Cardholder Name	WIC Family ID Number	Staff Name Card Issued By	New Card	Replacement Card (L,S,D,B,O)	
50771180	00000000							
50771180	00000001							
50771180	00000002							
50771180	00000003							
50771180	00000004							
50771180	00000005							
50771180	00000006							
50771180	00000007							
50771180	00000008							
50771180	00000009							
50771180	00000010							
50771180	00000011							
50771180	00000012							
50771180	00000013							
50771180	00000014							
50771180	00000015							
50771180	00000016							
50771180	00000017							
50771180	00000018							
50771180	00000019							

Michigan WIC Bridge Card Issuance Log



Exhibit 8 | 09A

Local Agency:		Clinic #:						
Card Number	Check Digit	Date of Issuance	Auth. Person Cardholder Name	WIC Family ID Number	Staff Name Card Issued By	New Card	Replacement Card (L,S,D,B,O)	
50771180	00000000							
50771180	00000001							
50771180	00000002							
50771180	00000003							
50771180	00000004							
50771180	00000005							
50771180	00000006							
50771180	00000007							
50771180	00000008							
50771180	00000009							
50771180	00000010							
50771180	00000011							
50771180	00000012							
50771180	00000013							
50771180	00000014							
50771180	00000015							
50771180	00000016							
50771180	00000017							
50771180	00000018							
50771180	00000019							

Michigan WIC Bridge Card Cardholder Issuance Signature Form



Bridge Card Number: 5077118-_____

WIC Family ID Number: _____

My signature below states that I have received a Michigan WIC Bridge Card with the number shown above and been given training on how to use this card.

Signature Date

EBT-003 (11/09)

Michigan WIC Bridge Card Cardholder Issuance Signature Form



Bridge Card Number: 5077118-_____

WIC Family ID Number: _____

My signature below states that I have received a Michigan WIC Bridge Card with the number shown above and been given training on how to use this card.

Signature Date

EBT-003 (11/09)