

# **MI-WIC POLICY *Food Benefit Issuance/EBT Card Security***

**8.0** Food Benefit Issuance/EBT Card Security

*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](http://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