

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

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

*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