

10.01 System Equipment Inventory

PURPOSE: To meet inventory control requirements and monitor system equipment used within the WIC program.

DEFINITIONS:

Disaster means a sudden, calamitous event that seriously disrupts the functioning of a community or society and causes human, material, and economic or environmental losses that exceed the community's or society's ability to cope using its own resources.

Emergency means a serious, unexpected, and often dangerous situation whose scale, timing or unpredictability threatens to overwhelm routine capabilities requiring all-hazards approach and immediate action.

A. POLICY

1. Each local agency is required to keep an inventory of system-related equipment purchased using WIC program funds or used within the WIC program.
2. System-related equipment to be listed on the inventory includes desktop computers, laptop computers, printers, tablets, scanners, signature pads, EBT PIN select devices, EBT balance inquiry devices, and other system related devices.
3. Inventory will be collected on all system-related equipment used within the WIC Clinics, regardless of funding source, to ensure it meets the minimum requirements as defined in MI-WIC Workstation Configuration Procedures. (See Exhibit 10.02A.) Inventory records for all system equipment should include the following information as it is available and as it pertains to the specified equipment type:

System Equipment

- a. Clinic Name
- b. Primary Usage
- c. Equipment Type
- d. Equipment Brand / Model
- e. Equipment Serial Number
- f. Inventory Tag (when available)
- g. Funding Source
- h. Date Purchased
- i. Equipment Status
- j. Equipment Cost
- k. Date of Disposition (if applicable)
- l. Minimum Requirements for Computers

- i. Windows Version
 - ii. Processor Speed
 - iii. Screen Resolution
 - iv. Computer Memory
 - v. Internet Explorer current version
 - vi. Google Chrome Version
 - vii. Acrobat Reader current version
4. Local agencies are required to include cost allocation information, including grant name and percent of funds used, with their system equipment inventory if any of the below conditions apply:
 - a. Anytime WIC funds are used to purchase a system-related device used in another program.
 - b. Anytime a system-related device used exclusively for the WIC program is purchased with WIC funds and with another federal grant.
 5. The inventory shall be reviewed and updated annually in MI-WIC in the Admin Module by the Local Agency WIC Coordinator or designated Local Agency personnel.
 6. In the presence of a disaster and/or emergency as declared by the WIC State office, system equipment inventory review may be reviewed biannually.
 7. Property removed from the inventory listing due to loss, obsolescence or salvage must be designated as such and disposed of in a manner that identifies any proceeds gained through the disposal as being credited to the WIC Program. (See Policy 10.02, System Equipment Maintenance and Replacement.)
 - a. Computers must be stripped of all client information prior to disposal.
 - b. Details regarding any loss must be documented.
 - c. If theft was the cause of loss, the agency must follow Policies 9.01, Client Compliance or 9.02, Employee Compliance, if clients or staff were involved.
 8. Inventory records must be retained in accordance with Policy 1.06, Record Retention and Destruction. Records for System-related equipment inventory removed from the inventory shall be retained for 3 years *after* final disposition (sale, donation, or landfill).

References:

- 7 CFR 246.13 (j) Financial Management Systems
- 7 CFR 246.14 (d) (2) Specified allowable nutrition services and administration costs
- 7 CFR 246.24 (d) Procurement and property management
- 7 CFR 246.25 (a) Recordkeeping requirements
- USDA Guide to Coordinating WIC Services When Regular Operations Are Disrupted, January 2022

Cross-References:

- 1.06 Record Retention and Destruction
- 9.01 Client Compliance
- 9.02 Employee Compliance
- 10.02 System Equipment Maintenance and Replacement
- 10.02A Workstation Configuration Procedure