

10.00 System Management

Effective Date: 11/6/14

10.02 System Equipment Maintenance and Replacement

Purpose: To establish the responsibilities of the local agency for purchasing and maintaining WIC system equipment. System equipment includes desktop computers, laptop computers, printers, electronic signature pads, scanners, EBT PIN select devices and EBT balance inquiry devices.

A. Policy

1. All system equipment will be purchased by the local agency. The EBT Processor will provide EBT devices. Computer equipment must meet the minimum requirements to run the MI-WIC application. See Exhibit 10.02A for MI-WIC Workstation Configuration Procedures.
 - a. It is the responsibility of the local agency to contact the manufacturer for any repair of equipment while under the manufacturer's warranty.
 - b. It is the responsibility of the local agency to contact the EBT Processor for any repair or replacement of EBT equipment.
 - c. Once the manufacturer's warranty has expired, it is the responsibility of the local agency to maintain and service equipment, either through a maintenance contract with a local vendor for service/repair or some other arrangement.
2. System equipment items with a current per unit fair market value of over \$2,500 must be approved by the WIC System Administrator prior to purchase.
3. When WIC-funded computer equipment, valued at less than \$5,000, no longer meets the requirements to be used for its original purpose the equipment may be repurposed to support other Federal or State programs within the local agency, such as additional WIC administrative tasks or related programs.
 - a. WIC funded system equipment that is obsolete and salvaged may be retained, sold, donated or otherwise disposed of. Property records must be maintained that include:
 - i. A description of the item
 - ii. Serial number
 - iii. Method of disposal, such as donated to charity, used for parts, transferred to another program or salvaged.
 - iv. Date of disposal
 - b. Computers must be stripped of all client data prior to disposal or use in other programs (See Policy 10.01 System Equipment Inventory)

4. If WIC funded computer equipment is lost or stolen or no longer meets the minimum requirements, due to obsolescence or irreparable damage, the local agency is responsible for replacing the equipment.

References:

7CFR, Section 3016.32

Cross-References:

10.01 Equipment Inventory

Exhibits

10.02A MI-WIC Workstation Configuration Procedures