



Date	Start of Day		Staff Initials	End of Day		Staff Initials
	Beg. Card No. 5077118	End Card No. 5077118		Beg. Card No. 5077118	End Card No. 5077118	
Date cards logged	Beginning card number removed from secure storage	Ending card number removed from secure storage	Initials of staff removing cards	Beginning card number returned to secure storage	Ending card number returned to secure storage	Initials of staff returning cards

**Instructions for documenting on the WIC EBT Card Inventory Control Log:**

A new log should be initiated every month. Complete a new line whenever EBT Cards are removed from secure storage. Daily use EBT cards shall always be kept in an area under staff supervision. When not in use, cards shall be kept in locked storage with limited staff access.

**Start of Day**

- Document today's date (month/day).
- Record beginning card number removed from secure storage (starting after 5077118). Verify that the WIC EBT Card Issuance Log reflects the first card listed as the first unissued card.
- Record ending card number removed from secure storage.
- Record initials of staff who removed cards from storage. If more than one individual was involved, both should initial form.

**End of Day**

Complete when WIC EBT Cards are returned to secure storage at the end of each clinic day. Verify that the WIC EBT Card Issuance Log is complete for all cards issued and ensure that all unissued cards are being returned to secure storage.

- Record beginning card number returned to secure storage (starting after 5077118).
- Record ending card number returned to secure storage.
- Record initials of staff who returns cards to storage. If more than one individual was involved, both should initial form.

**Monthly EBT Card Inventory Audit**

Non-EBT card issuance staff shall physically inventory "Active" box/range of EBT cards every month and sign and date the bottom of the form.