

SECTION 8.5

Subject: Voucher Stock Ordering, Inventory and Security

References: 7CFR 246.12 (p)

Policy: The Local Agency is responsible for Ordering and securing voucher stock

Purpose: Maintain voucher stock and security to meet operational needs.

Procedures: Local Agencies should have enough voucher stock on hand to serve participants for 6 months.

Ordering Voucher Stock

Quarterly Orders

Local Agencies are reminded quarterly in the Wednesday Update to submit their voucher stock orders with the following information:

- Agency name and number
- Number of cartons (2000 sheets/6000 vouchers per carton)
- Contact Name
- Contact Telephone Number
- Shipping Address (no PO Boxes)

Quarterly orders are placed two weeks before the start of each quarter (January, April, July, and October) and are received within one month of the order date.

Emergency Orders

Local agencies may order an emergency shipment of voucher stock by submitting a voucher stock order form on the Community and Family Health website.

Receiving Voucher Stock

Immediately upon receipt, verify that all voucher stock ordered and shipped was received. Any discrepancies should be immediately reported to the Operations Unit at the state WIC office.

Security of Voucher Stock

Voucher stock must be kept in a locked location when not in use.

- During clinic, voucher stock should be kept under the control of the staff. Remove voucher stock from printer at night and lock it up.
- When traveling to and from clinics, voucher stock must be under the control of the staff or in a locked vehicle.