
Purpose To outline the receipt and security of WIC checks. Provide guidance for ordering and receiving WIC checks and for maintaining security and accountability of checks.

Local Agency Staff Responsible for Checks A staff person is to be designated to receive, store and inventory the checks. It is recommended that this person not be the same person who issues checks to clients.

Ordering Check Stock Designated local agency staff person should contact the Help Desk Administrator to order checks.

Help Desk Administrator will submit each order to the printing company.

The printing company will send all check stock ordered directly to local agency.

Receipt of Checks at The Local Agency The designated responsible person must verify arrival of checks by doing the following.

Stage	Description
1	Fill out the WIC Check Arrival Form containing the following information: a. the box number b. the check range within the carton c. the date checks were received
2	Retain original WIC Check Arrival Form and fax or mail a copy of the form to the Help Desk Administrator.
3	The local agency must retain the packing list for 3 years plus closeout.

Allocation of Check Ranges Check ranges are unique for each local agency. The Help Desk Administrator at the State WIC Office allocates the check range received by the local agency into the computer.

Inventory Requirements

An inventory equal to at least one month of checks must be kept at all centralized check storage areas.

Issuance of Checks For Use in the Clinic

Two methods may be used to issue checks to individual clinics. In both cases, a WIC Check Inventory Form should be filled out.

- ✓ Do not keep the **WIC Check Inventory Form** with the checks. Should something happen to the check, you will need access to the inventory form to know which check(s) was not allocated to WIC clients.
- ✓ The check range on top of the form should not list more than one box of checks.

If	Then
<p>Agencies choose to issue a range of checks to each clinic.</p>	<p>The clinic would use the checks until they were gone and then reissued another range of checks.</p> <p>In this case, “Staff Retained” would be written in the Check Numbers Returned from Clinic” column. Nothing would be entered in the last three columns.</p> <p>Remember to check the amount of stock remaining each time a clinic is held so that you will not run out of checks at the clinic site.</p>
<p>Agencies choose to check out stock daily for mobile clinics.</p>	<p>In this case, you must do “beginning of day” on the laptop, not at the stationary terminal/PC.</p> <p>Only check out the amount needed for that clinic. Do not check out the entire range of checks issued to your agency.</p> <p>After clinic is concluded log in the remaining stock so that it will be accounted for correctly in your inventory.</p>

Check Security

Unissued checks need to be securely stored at all times including before, during and after clinics.

The centralized storage location for check supplies must be locked, with access limited to the staff person(s) responsible for receipt, storage and inventory of checks.

Checks being used at the clinic must be out of reach of clients and the general public. Checks should be locked/secured during breaks and lunch periods.

Checks being transported to and from clinics are to be kept in a locked box.

Checks that are preprinted must be kept in a secure place. If being taken to a mobile clinic, checks must be kept in a locked box.

Voided Checks

Voided checks should be treated the same as unissued checks and stored at the local agency in descending order.

This will be very important if the need arises to track a check for renumbering issues.

Voided checks need to be securely stored due to confidential client information on the checks.

Voided checks need to be kept for three years plus closeout.
