

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective August 1, 2009

Policy No: FD: 06.0

**Documenting Missing/Stolen
WIC Lone Star Cards Inventory**

Purpose

To ensure proper accountability for WIC Lone Star cards assigned to the Local Agency (LA) and/or clinic prior to issuance.

7 CFR Part 246.12

Policy

The LA and/or clinic shall document actual or suspected loss or theft of WIC Lone Star cards, including losses incurred in transit between the State Agency (SA) and the LA and between the LA and clinic.

Procedures

I. Bulk Inventory:

- A. The LA and/or the clinic shall enter the status of WIC Lone Star cards into the EBT WIC Information Network (WIN) system upon receipt of bulk shipments for shipments between the SA and the LA and/or between the LA and clinic. After ten days, the LA and/or clinic will receive a notice at every login stating WIC Lone Star Cards previously shipped from the SA and/or the LA and have not been accepted in the EBT WIN system.

- B. Missing Status:
 - 1. Shipments lost in transit between the SA and LA and/or between the LA and clinic shall be entered as "missing."
 - 2. WIC Lone Star Cards that are stolen or are suspected of having been stolen from the LA and/or clinic shall be entered as "missing."

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3. If WIC Lone Star Cards with status "missing" are later found, the LA and/or clinic may change the status from "missing" to "received."

II. **Individual Card Inventory:**

- A. Document **individual** WIC Lone Star Cards as "missing" when cards are missing or suspected of having been lost or stolen. If it is known for a fact that a card is lost or stolen, do not document it as missing. Appropriately document it as "Lost" or "Stolen."
- B. If an individual WIC Lone Star Card status is "missing" and then later found **within** 120 days of having been status "missing," the clinic may issue the card or if the card is determined to be unusable may change the card status from "missing" to "failed before issue" or "damaged before issue."
- C. If an individual WIC Lone Star Card status is "missing" then later found **after** 120 days, the card will have been automatically been placed on the permanent hot card list and cannot be issued.

- III. Refer to the EBT Quick Guide for Clinics for instructions on utilizing the WIN food instrument inventory module.