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| Nutrition Services Department of State Health Services |
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Effective August 1, 2009

Policy CS: 25.0

Issuance of WIC Lone Star Cards

Purpose

To provide documentation of participation in the WIC Program, provide food benefits and access to the participant's/family's records in the computer system.

Authority

7 CFR Part 246.7

Policy

The local agency (LA) shall issue one WIC Lone Star Card to each new family of WIC participants.

Procedures

- I. Before a WIC Lone Star Card or replacement card is issued (refer to **Policies CS:05.0, CS:26.0**), the applicant shall present appropriate identification as stated in **Policy CS:05.0**.

- II. Once eligibility of a new family is determined, a WIC Lone Star Card is issued and assigned a PAN. The participant shall receive hands-on training in the use of the card and selecting a personal identification number (PIN). As part of the hands-on training, the participant shall select his/her personal identification number (PIN). The clinic staff load the benefits onto the card and a shopping list/benefits receipt will be printed. The participant shall sign the shopping list/benefits receipt. The clinic retains the signed original and the participant takes the signed copy. The participant removes and signs the WIC Lone Star Card.

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- III. LAs shall account for each WIC Lone Star Card received from the state agency and issued to participants through the inventory component of the Texas WIC Information Network (WIN) system.
- IV. Unissued WIC Lone Star Cards shall be kept in a secured area at the clinic/LA.

Guidelines

Refer to the Texas WIN EBT Quick Guide for Clinics for WIN procedures on issuing WIC Lone Star Cards.