Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2012 Policy No. FD-1
Revised: October 1, 2018

Food Delivery System Overview

Authority

7 CFR Part 246.4(a)(11)(iii), (a)(14)(i),(vi), and (xii); §246.12(f), (p) and (q)

Policy

1. The State Agency shall use food instruments (FIs) to deliver food benefits on demand at the time of service to WIC participants.
2. Local Agencies shall use blank check stock provided by the State Agency to issue paper form FIs.
3. Local Agencies shall use eWIC benefit cards provided by the State Agency to issue FIs as eWIC benefits.
4. The State Agency monitors WIC check and eWIC card stock inventories.
5. The State Agency has established food delivery procedures in cases of natural disasters and emergencies, as described in Policy OM-5, Disaster Recovery.

Procedures

1. Blank check stock is delivered to Local Agencies on an as-needed basis by a state-contracted service provider.
    - 1.1. The Local Agency shall inventory received check stock and send appropriate verification of receipt paperwork back to the State Agency.
    - 1.2. The Local Agency shall ensure that there is separation of duties between the staff members who receive and log the check stock.
2. Automated paper form FIs (also called checks) contain designated spaces for the following information:
    - 2.1. Participant name and WIC ID number
    - 2.2. Check number
    - 2.3. List of approved foods, including quantities
    - 2.4. First and last days to use check
    - 2.5. Check amount

2.6. Vendor redemption period

2.7. Signature of participant/authorized representative/proxy

2.8. Vendor stamp number

2.9. Toll-free number for participant/vendor inquiries

3. eWIC cards shall be sent to Local Agencies on an as-needed basis.

3.1. Local Agency staff shall order eWIC cards from the State Agency to meet the needs of clinic operations.

3.2. Local Agency staff shall send verification of eWIC card receipt paperwork to the State Agency.

3.3. Local Agency staff shall ensure a separation of duties between staff members who receive and inventory/store eWIC cards.

3.4. Local Agency staff shall inventory and securely store eWIC card stock.

4. eWIC cards shall have:

4.1. An embossed PAN number for assignment to a participating household unit

4.2. Toll-free number and website portal for account information or problems

4.3. Address of State Agency for card to be sent to if found

4.4. Non-discrimination statement

4.5. Statement that card has no redeemable cash value

4.6. Statement that misuse of eWIC card is considered fraud and subject to prosecution

5. The State Agency ensures that check and/or eWIC card stock is not being used fraudulently by:

5.1. Confirming that check and/or eWIC card stock is not accessible to participants or other unauthorized persons and is stored in a secure location.

5.2. Maintaining all FI issuance within the SPIRIT System.

6. In the event that WIC check or eWIC card stock is determined to be missing, Local Agency staff shall notify their supervisor and the State Agency immediately.

7. The Local Agency will work with the State Agency to coordinate investigation of the missing item(s) by law enforcement authorities and WIC Program staff.