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**#14-144**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Amanda Hovis, Director  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** December 16, 2014

**SUBJECT:** Policy Memo –Revised Policy: *Texas WIC Policy FD:1.0 Documentation of Food Benefits Issuance*

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This memo announces revisions to the subject policy as follows. The policy is effective January 1, 2015. At that time it will be posted and you may update your *Policy and Procedures Manual* by accessing the *WIC Website* at:

[http://www.dshs.state.tx.us/wichd/policy/table\\_of\\_contents.shtm](http://www.dshs.state.tx.us/wichd/policy/table_of_contents.shtm)

### Summary of Revisions

*Texas WIC Policy FD:1.0 Documentation of Food Benefits Issuance*

- Added IV. The participant shall retain the second copy of the shopping list as their receipt and list of available current and/or future benefits.
- Minor wording changes such as Lone Star card changed to EBT card and instruments changed to benefits.
- Other wording changes to improve readability.

If you have any questions or require additional information regarding *Texas WIC Policy FD:1.0 Documentation of Food Benefits Issuance*, please contact Elizabeth Bruns, Nutrition Training Specialist, at [elizabeth.bruns@dshs.state.tx.us](mailto:elizabeth.bruns@dshs.state.tx.us) or (512) 341-4585.

Attachments

<p style="text-align: center;"><b>Texas WIC Program</b> <b>Texas Department of Health</b></p>
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Effective January 1, 2015

Policy No. FD: 01.0

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## **Documentation of Food Benefits Issuance**

### **Purpose**

To provide an audit trail for food benefits issuance and to set a time frame for the use (transaction) of food benefits issuance by participants. To ensure that a record exists of food benefits issued by the local agency (LA).

### **Authority**

7 CFR Part 246.12; Part 246.14

### **Policy**

It is the responsibility of the LA to ensure that food benefits are correctly loaded onto the WIC EBT Card by the Texas WIC Information Network (WIN) system and released only after the participant's or food benefits recipient's signature has been obtained on the shopping list. The original signed copy of the shopping list shall constitute a daily participation log and be kept by the LA for audit/review.

### **Procedures**

- I. Food benefits for all participants in a family shall be aggregated and loaded onto one WIC EBT Card.
- II. The participant or food benefits recipient will sign their name in ink in the "Authorized Signature" block of the shopping list. Staff shall retain the original signed copy of each shopping list. This copy shall constitute the food benefits issuance log.
- III. Staff shall file shopping lists by month of issue and retain for audit/review. (Refer to policy GA: 03.0)

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- IV. The participant or food benefits recipient shall receive a second copy of the shopping list as their receipt and list of available current and/or future benefits.
  
- V. WIC EBT Cards are to be stored in a secured location at all times.
  
- VII. Issuance of retroactive benefits is prohibited. Benefits can never be issued for an expired benefit period.