

RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY

Upon accepting a box of cards into inventory

- o For reconciliation purposes bundle the cards into groups (recommend bundles of 25) and return cards to the box.

Daily

- o For each clinic site, print the **EBT Card Inventory on-hand and Last 30 Days Usage Report**. (Date range defaults to provide the last 30-day timeframe). This report may be run at the beginning or end of each day.
- o Keep copy of the printed **EBT Card Inventory on-hand and Last 30 Days Usage Report** for audit purposes.
- o Count the number of EBT cards the clinic physically has in inventory.
- o Compare the Balance On Hand value vs. the clinic's physical inventory

STATE OF TEXAS WIC PROGRAM EBT CARD INVENTORY ON HAND AND LAST 30 DAYS USAGE FROM: 04/28/2008 TO: 05/27/2008		
SITE ID: 033-34 GEORGE DIETER WIC		
BALANCE ON HAND	REORDER POINT	CARDS USED
391	321	82

- o To determine the total number of cards issued daily, take the Balance On-Hand total from the previous business day and subtract the current Balance On-Hand total.
- o If there are any discrepancies, please refer to the procedures below.

Discrepancies

- o Run the **EBT Card Usage Report** with a beginning date of the date the box was accepted and an end date of the current date.
- o Then perform the calculation listed below:

$$\text{The Number of Cards Available for Issue} = 300 - (\text{Box Total}) + (\text{No Activity})$$

BOX TOTAL 60		
DAMAGED AFTER ISSUE...1	FAILED BEFORE ISSUE.. 0	NO ACTIVITY.....2
DAMAGED BEFORE ISSUE..0	ISSUED/ACTIVE.....54	SPLIT FAMILY TRANSFER.....0
DUAL PARTICIPATION...0	LOST..... 2	STOLEN.....0
FAILED AFTER ISSUE...0	MISSING BEFORE ISSUE. 0	TRANSFER TO NON-EBT SITE..1

- o The **EBT Card Usage Report** only accounts for cards in sequential order that have been used from the box. In order to make this report more beneficial, if cards have been issued in a non-sequential order, you will need to issue the last card in the box sequence. This will allow for all cards within the box sequence to be displayed on the report.
- o Any card or card sequence with a Usage Description of "No Activity" is considered available for issuance.
- o **Per policy FD: 08.0**, "Local Agencies (LAs) are to be held accountable for all food instruments received by them. Upon the discovery of inventory shortages, or improperly issued food instruments, the state agency may assess the LA a monetary sum equal to the actual redeemed value of the food instruments."

For additional assistance, please contact the WIC Help Desk at (800) 650-1328.