



**SECTION:** Local Program Operations 500  
**SUBJECT:** ORDERING AND SECURING FOOD INSTRUMENT  
STOCK AND MICR TONER  
**DATE:** July 31, 2009 (*Revised*)

**POLICY:** Local programs shall be responsible for all FI stock received from the contracted printer, including inventory and security of FI stock, until issued to a WIC participant. Printed FIs and MICR toner cartridges must be locked in a secure location.

**PURPOSE:** To ensure the Oregon WIC program follows a consistent method in maintaining FI stock inventory and security.

**RELEVANT REGULATIONS:** 7 CFR §247.12—Food delivery systems

**APPENDICES:** 500.4 Appendix A WIC FI Stock Order Form  
500.6 Appendix B WIC FI Stock Receipt Form  
500.8 Appendix C Sample FI Stock Inventory Log  
500.10 Appendix D WIC MICR Cartridge Order Form  
500.12 Appendix E Sample Quarterly FI Audit Log

**DEFINITIONS:** *Contracted printer* The company who prints and distributes FI stock according to the state contract.

*Food Instrument (FI)* “Food instrument” or “FI” means a negotiable financial instrument by which WIC benefits are provided to participants. Food instruments can provide either specific amounts of WIC authorized foods or formulas or a fixed-dollar amount for participants to obtain WIC authorized fruits and vegetables (referred to as a “Cash Value Voucher” or “CVV”). Food instruments are also referred to as “checks” or “vouchers.” Cash Value Vouchers are also referred to as “Fruit and Vegetable Vouchers.”

*MICR toner cartridge* A toner cartridge containing magnetic ink that is used to print check numbers using the MICR (magnetic ink character recognition) font. This allows checks to be processed automatically.

**PROCEDURE:**

- Ordering FI stock**
- 1.0 Local WIC staff shall order shipments of FI stock from the contracted printer. It is recommended that each clinic site maintain a minimum one-month supply of stock.
    - 1.1 Perform an inventory of stock currently available at the local clinic prior to ordering new stock.

**ORDERING AND SECURING FI STOCK AND MICR TONER, cont.**

*(Ordering FI stock:)*

1.2 Complete the “*WIC FI Stock Order Form*” and fax, mail or e-mail it to the contracted printer (see Appendix A). Allow five working days to ship the requested order.

**NOTE:** Designate “Rush” or “Overnight Shipment” on the form when stock is needed in emergency situations.

1.3 When FI stock is received, notify the state WIC office via e-mail, FAX or mail (see Appendix B). Include the following information:

- Date received
- Agency/clinic
- Number of boxes received

***FI stock inventory***

2.0 Local WIC staff shall conduct an inventory of FI stock at least once a month. See Appendix C for a sample log. Local staff may create their own log format (either paper or electronic), however it must include at a minimum the following information:

- 2.1 Date;
- 2.2 Number of unopened boxes;
- 2.3 Number of bundles in opened boxes;
- 2.4 Number of boxes ordered (only filled in when placing a new order);
- 2.5 Date new shipment received (only filled in when receiving a new order);
- 2.6 Number of boxes received (only filled in when receiving a new order);
- 2.7 Total boxes.

***Ordering MICR toner cartridges***

3.0 Local staff shall order MICR toner cartridges directly from the contracted vendor (*not* the same as the contracted printer for FI stock). It is recommended that staff keep one extra MICR toner cartridge in supply at all times.

3.1 Complete the “*WIC MICR Cartridge Order Form*” and fax it to the contracted vendor (see Appendix D).

3.2 Once the toner cartridge has been received, fill in the “**For Oregon WIC Use Only**” section on your order form and fax this form to the state WIC office.

**NOTE:** Faxing is the preferred method for ordering MICR toner. You may also phone in your order if necessary. If you phone in your order, please fill in the order form to reflect the phone order and complete the “**For Oregon WIC Use Only**” information upon receipt of the toner cartridge and fax this form to the state WIC office.

**ORDERING AND SECURING FI STOCK AND MICR TONER, *cont.***

- Security of FI stock and MICR toner cartridges*** 4.0 FI stock and unused MICR toner cartridges shall be locked in a secure location that is only accessible to local WIC staff. A locked file cabinet, desk or closet is considered appropriate security.
- 4.1 A staff person must attend unlocked FI stock at all times.
- Written procedure*** 5.0 Local programs shall have a written procedure that outlines the process for securing FI stock, printed FIs and unused MICR toner cartridges that includes how the security requirements in this policy will be met.
- Quarterly audit*** 6.0 The WIC Coordinator shall review food instrument security and audit trails on a quarterly basis. See Appendix E for a sample audit log. ★

**If you need this in large print or an alternate format,  
please call 971-673-0040.  
WIC is an equal opportunity program and employer.**

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## WIC FI Stock Order Form



### Order Information:

Agency/Clinic	
Name of Person Placing Order	
Number of Boxes (2000 sheets/box)	

### Shipping Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Comments:

*E-mail, fax or mail order to Mobes Business Forms, Inc:*

Bill Mebesius  
Mobes Business Forms, Inc  
17055 S.W. Arkenstone Drive  
Durham, OR 97224  
Fax: 503-598-1193  
[mobes@pacifier.com](mailto:mobes@pacifier.com)

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**ORDERING AND SECURING FI STOCK AND MICR TONER, *cont.***

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# Oregon

Theodore R. Kulongoski., Governor

Department of Human Services  
Health Services  
800 NE Oregon Street  
Portland, OR 97232  
971-673-0040  
971-673-0071 Fax  
971-673-0372 TTY Non-voice

## WIC FI Stock Receipt Form

**Date:**

**To:** Jan Daigle, State WIC Office

**From:**

**Re: FI Stock Receipt**

Number of Boxes Requested	
Number of Boxes Received	

**Please sign and date this form verifying receipt of the above number of boxes of FI Stock.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Local Agency:** \_\_\_\_\_

**Please return signed form to:**

Jan Daigle  
State WIC Office  
PO Box 14450  
Portland OR 97293-0450 or FAX: 971-673-0071  
[janice.m.daigle@state.or.us](mailto:janice.m.daigle@state.or.us)



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# WIC Cartridge Order Form

(For MICR Laser Toner Cartridges used in Oregon WIC printers)

**Innovative Thinking.  
Powerful Solutions.**

Bill To:		Ship To:	
	Oregon WIC Program 800 NE Oregon Street PO Box 14450 Portland OR 97293-0450	Agency & Clinic Name:	
Attn:	Karen Shi	Address:	
Email:	<a href="mailto:Karen.D.Shi@state.or.us">Karen.D.Shi@state.or.us</a>	City, State & Zip:	
Phone:	971-673-0038	Attn:	
		Phone #:	

Quantity	Item Number	Description
	STI-204505	9410 MICR Toner Cartridge (portable)
	STI-204050	9420 MICR Toner Cartridge (standard)

Quantity	Item Number	Description
	STI-204061	9340 MICR Toner Cartridge (Multnomah and Washington Counties only)

Please **sign** the order form where indicated below and **fax** all orders to Naima Harris at 704-522-8579 or call 1-800-922-8501 ext 585.

**For Oregon Local WIC Use Only**

**Local staff:** Upon receipt of toner, indicate the following information and fax to the state WIC office at 971-673-0071.

Date Toner Received: \_\_\_\_\_

Amount of Toner Received: \_\_\_\_\_

\_\_\_\_\_  
Signature

**Customer PO#: 2067-115336**

**ORDERING AND SECURING FI STOCK AND MICR TONER, *cont.***

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**SAMPLE QUARTERLY FOOD INSTRUMENT AUDIT LOG**

Clinic: \_\_\_\_\_ Review Date: \_\_\_\_\_ Quarter Ending: \_\_\_\_\_

Auditor: \_\_\_\_\_ WIC Coordinator: \_\_\_\_\_

1. Randomly pull \_\_\_\_ (#) FI stubs from the review time period and verify that they are completed with necessary signatures.
2. Retrieve the client in TWIST using FI stub information.
3. Verify that FI issuance in the TWIST FI Lookup screen matches information on FI stub and that there is a valid certification.

FI # (from FI stub)	WIC ID # (from FI stub)	WIC ID # and FI # in TWIST matches?	Date issued in TWIST	Valid Certification?

**Is FI stock and MICR toner kept in locked storage when not attended by WIC staff?**

Yes     No    Location: \_\_\_\_\_