Section 5: Equipment

Overview

Once all participants have converted to eWIC, they will no longer receive paper vouchers and your agency will no longer need to use voucher stock, MICR toner cartridges and MICR printers. There will be specific actions agencies will need to do to dispose of these items after eWIC roll-out is complete. All agencies will receive new equipment for eWIC which consists of card readers for each computer work station and laptop that is used to access TWIST.

Current equipment: voucher stock, MICR printers and toner

Your agency will want to plan for how much voucher stock and MICR toner cartridges will be needed through eWIC roll-out so that you have enough, yet not end up with a large amount that has to be returned or destroyed. We recommend reviewing the amount of voucher stock and MICR toner cartridges your agency currently has and then plan for the additional amount your agency will use through roll-out. Remember your agency will be printing fewer vouchers for existing participants and no vouchers for new participants during the month(s) of conversion.

Managing voucher stock

All voucher stock left over after eWIC roll-out will need to be destroyed or shredded. Planning for how much voucher stock your agency needs through eWIC roll-out, and ordering smaller quantities more frequently will minimize the number of boxes that end up going to waste. Your agency will need to review how many boxes of voucher stock are already on hand and determine how many more boxes, if any need to be ordered for printing vouchers through eWIC roll-out.

Questions for Consideration

- Given that fewer vouchers will need to be printed for existing participants and no vouchers for new participants during the month(s) of conversion, how many boxes of vouchers will need your agency need through eWIC roll-out?

- How many boxes of voucher stock will need to be ordered given the amount you already have?

Managing MICR toner cartridges

Returning unopened MICR toner cartridges to Source Technology is an involved process using a Return Material Authorization form which has to be completed within 6 months after the invoice date. Any unopened MICR ink cartridges your agency has left after eWIC roll-out with an invoice date greater than 6 months will not be able to be returned to Source Technology. Planning for how many MICR toner cartridges your agency needs through eWIC roll-out will minimize the number that need to be returned. You will need to review how many unopened MICR toner cartridges are already on hand and how many more, if any need to be ordered for printing vouchers through eWIC roll-out.

Questions for Consideration

- Given that fewer vouchers will need to be printed for existing participants, and no vouchers will be printed for new participants during the month(s) of conversion, how many MICR toner cartridges will your agency need through eWIC roll-out?

- How many MICR toner cartridges will need to be ordered given the amount you may already have?

Note: If you have questions about how many boxes of voucher stock or MICR toner cartridges your agency has ordered in the past year, please contact your nutrition consultant.

MICR printers

You will need to keep your MICR printers operational until eWIC is completely rolled out for the entire state because you need to be able to accommodate participants who transfer into your agency with vouchers. The state office will notify you when MICR printers will no longer be needed after eWIC roll-out.

It will be up to each agency to determine what will be done with their MICR printers. You may keep and use the printers, however the state will no longer supply the toner cartridges or service repair. You may surplus the printers through your agency's surplus process. When the state notifies you that the last vouchers have been printed, we will provide any specific guidance needed for use or disposal of the printers.

Laser printers

Laser printers will still be needed to print a family's WIC Benefits List if requested. Staff printing the Benefits List will need to have access to a laser printer at both permanent and satellite clinic locations. The State WIC Office is currently evaluating printer options for local agencies that identified laser printer access needs in the March 2013 eWIC Clinic Assessment survey. Once a decision has been made, the information will be shared with local agencies.

New eWIC Equipment

In March 2013, each agency completed an eWIC Clinic Assessment survey in which you determined the number of card readers you would need for your agency. These small devices will connect to your computers and be used to read the PAN (unique 16 digit number) associated with an eWIC card. They can be used to assign a new card to an eWIC family, or locate a family record that had already been issued an eWIC card in TWIST. Card readers will be shipped to your agency mid-June 2015. You will need to store your card readers until about 2 weeks prior to your agency's rollout.

About card readers

- The card reader is 4" long and 1" wide
- Comes with a 6 foot long USB cable to plug into the USB port on your computers
- If needed, 2 foot extension cables are available
- They can be mounted to the side of the computer monitor using the double-sided tape provided with the unit
- The card reader simply types the 16 digit card number wherever your computer curser is. Testing the card reader is as simple as sliding a card while your curser is in a Word document and checking to see that what displays matches the card number.

Questions for Consideration

- Which computers including laptops have you identified that access TWIST and will need a card reader?

- For these computers, where will the card readers be positioned?

✓ Task Checklist:

- ✓ The amount of voucher stock and MICR toner cartridges needed through roll-out have been calculated.
- ✓ A plan is in place for ordering additional amounts of voucher stock and MICR toner cartridges if needed.
- ✓ A plan is in place for what your agency will do with the MICR printers after roll-out.
- ✓ About 2 weeks prior to your rollout, install card readers on the appropriate computers in your agency and swipe an eWIC card through them to ensure they are working.
- ✓ Report any non-functioning equipment to App Support and you will be sent a replacement unit.