



Farm Direct Nutrition Program  
 Documentation of Voucher Inventory  
**Initial Receipt of Vouchers**

Local programs must verify the **initial receipt** of vouchers from the State WIC Program. Two staff members must conduct the verification. Keep this form on file for a minimum of three years.

Local Agency: \_\_\_\_\_ Clinic: \_\_\_\_\_

Inventory Date: \_\_\_\_\_

Signatures of Staff #1: \_\_\_\_\_

Staff #2: \_\_\_\_\_

**Documentation of Inventory**

1. Number of vouchers sent from State WIC Program according to the TWIST "FM Administration" screen: (enter after verifying vouchers)

\_\_\_\_\_

2. Number of vouchers received from State WIC Program: \_\_\_\_\_

3. Are vouchers kept in locked cabinet or secure storage area when not attended?

Yes \_\_\_\_

No \_\_\_\_

Comments:



Farm Direct Nutrition Program  
 Documentation of Voucher Inventory  
**Midseason Physical Inventory**

Local programs must be able to account for all vouchers received from the State WIC Program at all times. A physical inventory must be completed and verified by two staff members. Conduct this inventory at least once **after** the start of the issuance period and keep this form on file for a minimum of three years.

Local Agency: \_\_\_\_\_ Clinic: \_\_\_\_\_

Inventory Date : \_\_\_\_\_

Signatures of Staff #1: \_\_\_\_\_

Staff #2: \_\_\_\_\_

**Documentation of Inventory**

1. Number of available voucher booklets to date, according to the TWIST "FM Administration" screen: \_\_\_\_\_
2. Number of booklets counted: \_\_\_\_\_
3. Are **available** voucher booklets kept in locked cabinet or secure storage area when not attended?

Yes \_\_\_\_ No \_\_\_\_

Comments: