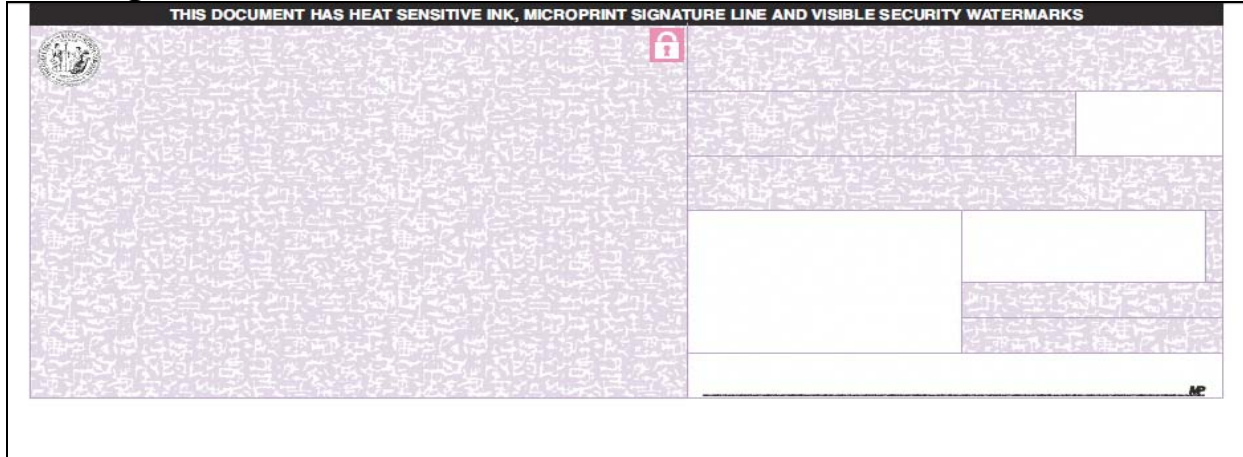
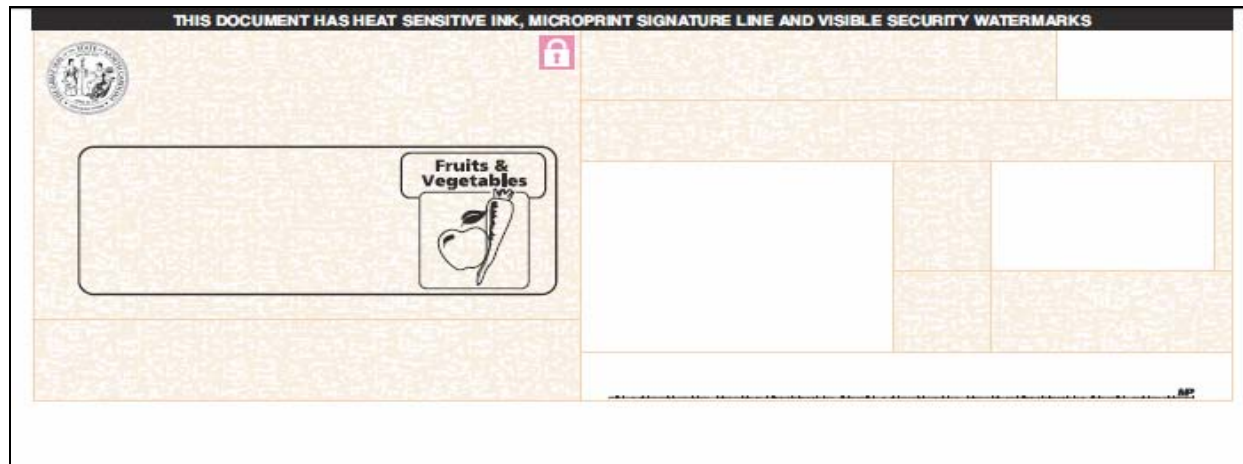


Check Stock

Ordering Check Stock for Food Instruments (FI) and Cash-Value Vouchers (CVV)



Food Instrument (FI) Check Stock



Cash-Value Voucher (CVV) Check Stock

Quarterly Shipments

Check stock for both FIs and CVVs is automatically drop-shipped to each local agency on a quarterly basis between the 7th and the 15th of the month.

- First quarter distribution is shipped between January 7th and 15th.
- Second quarter distribution is shipped between April 7th and 15th.
- Third quarter distribution is shipped between July 7th and 15th.
- Fourth quarter distribution is shipped between October 7th and 15th.

Quarterly Check Stock Distribution Spreadsheet

Every local agency is listed on a quarterly check stock distribution spreadsheet.

- The spreadsheet details the WIC agency name, street address, city, state, zip, primary check stock contact person, phone number and the number of boxes needed per quarter.
- The number of FI and CVV check stock boxes for smaller WIC sites within a WIC program may be included in the number received by the main site. These are distributed to the smaller sites from the main site. Any new WIC sites requiring their own shipment of check stock must be added to the quarterly check stock distribution spreadsheet.
- Contact the NSB Helpdesk with any new local agency information. This is required to keep the FI and CVV check stock spreadsheet updated.

Plan Ahead for Quarterly Check Stock Supply – Assess Inventory Every Quarter

- Boxes of check stock should not be left in storage for long periods of time. If a local agency has an over-abundance of stock on hand, they may request that their check stock shipment be put on hold for one or more quarters. The WIC director is responsible to notify the NSB Helpdesk when shipments should resume. Notify the Helpdesk at least three weeks before the end of the quarter so that emergency shipments of check stock do not have to be sent during the next quarter. Adjustments should be made to the number of boxes received quarterly to avoid accumulation of too much stock.
- If check stock supplies are inadequate, call or email the NSB Helpdesk as soon as possible at least three weeks before the end of the quarter to adjust the number of boxes to be shipped for the coming quarter. If calls are received after the quarter ends or after the distribution list has been sent to the vendor, the requested changes may not be able to be made until the following quarter.
- Before the WIC agency runs out of receipt paper, call the NSB Helpdesk. Do not create makeshift receipt paper. Do not substitute any other paper in the MICR printers for the official receipt paper because doing so could cause paper jams or expensive fuser problems. Contact the NSB Helpdesk whenever more receipt paper is needed.
- Each box of FI check stock contains 5 packs of check stock, with 250 sheets per pack and 1250 sheets per box. Each box also includes 12 pads of receipt paper. Both the check stock and receipt paper are made from 24# weight MICR bond quality paper. The receipt paper is not coated.
- Each box of CVV check stock contains 5 packs, with 250 sheets per pack and 1250 sheets per box.
- For every two 2 boxes of FI check stock, 1 box of CVV check stock is shipped. The CVV check stock is packed in separate boxes in order to better manage the CVV inventory.

Chapter 3: CHECK STOCK, FOOD INSTRUMENT/CVV, PRINTER AND PRINTER
SUPPLY ACCOUNTABILITY AND SECURITY

Section 1: CHECK STOCK

- To determine the CVV inventory in relation to the FI inventory, calculate how much FI check stock is needed per quarter. Multiply the quarterly number of boxes of FI by 4 quarters to get the number of boxes needed per year. Divide the yearly total by 2 to get the number of CVV boxes needed per year. Divide the yearly number of CVV boxes by 4 to determine how many boxes per quarter will be needed. For any number that is a percentage less than 1, the number of boxes needed will always be rounded up to 1.

The following table shows examples of the ratio of FI to CVV stock.

# WFI Stock per qtr	# boxes of WFI per yr	# boxes of CVV calculated at 1 box for every 2 boxes of WFI	# CVV 1st qtr	CVV 2nd qtr	CVV 3rd qtr	CVV 4th qtr
1	4	2	1	1	0	0
2	8	4	1	1	1	1
3	12	6	2	2	1	1
4	16	8	2	2	2	2
5	20	10	3	3	2	2
6	24	12	3	3	3	3
7	28	14	4	4	3	3
8	32	16	4	4	4	4
9	36	18	5	5	4	4
10	40	20	5	5	5	5
11	44	22	6	6	5	5
12	48	24	6	6	6	6
13	52	26	7	7	6	6
14	56	28	7	7	7	7
15	60	30	8	8	7	7
20	80	40	10	10	10	10
25	100	50	13	13	12	12
30	120	60	15	15	15	15
35	140	70	18	18	17	17
40	160	80	20	20	20	20
45	180	90	23	23	22	22
50	200	100	25	25	25	25

Emergency Check Stock

Check stock supplies can dwindle due to an increase in active participation during a particular quarter or if an agency initiates outreach activities. When requesting emergency check stock, be sure to specify whether the WIC agency needs FI or CVV check stock, or both.

- Do not wait until the last minute to notify the NSB Helpdesk if check stock is running low.
- It can take 1-3 business days to ship an emergency box of check stock, depending upon the shipper's schedule.
- The state office only keeps a limited number of emergency check stock boxes on hand to support the entire state, so emergency shipments are limited to one box.

If an emergency supply is needed before the next regularly scheduled shipment:

- All emergency check stock requests are handled through the NSB Helpdesk over the phone or via email. The old check stock order form is no longer used.
- If unable to reach the NSB Helpdesk during normal working hours, leave a voice message or send an email to NSB.Helpdesk@lists.ncmail.net. Staff will respond to the request for check stock as soon as possible.
- During normal business hours, contact the NSB Helpdesk. When leaving a voice message or sending an email for emergency check stock, please provide the following information:
 - ▶ Your name
 - ▶ WIC Agency name
 - ▶ Program and Site
 - ▶ Telephone number
 - ▶ Complete shipping address (no PO box)
 - ▶ How quickly the check stock is needed.
 - ▶ Whether the WIC agency needs FI or Cash-Value voucher check stock, or both.
 - ▶ How many extra boxes of check stock the local WIC agency needs to add to the quarterly distribution spreadsheet, in order to avoid the need for another emergency shipment the following quarter.

Delivery and Receipt of Check Stock

Delivery of check stock must be made directly to the local WIC Program between 8:00 am and 5:00 PM.

- It is the sole responsibility of the Local WIC agency to make sure a process is in place for receipt and proper storage of delivered check stock by assigned, authorized staff.
- Do NOT fax a copy of the packing slip for the check stock. The state office does not require a copy of the check stock slip. You may keep it for your records or throw it away.

Damaged, Defective or Incorrect Check Stock Shipment

Inspect the packages as soon as the check stock arrives:

- Count the number of boxes and make sure you received the correct number.
- Each time you open a pack of check stock:
 - ▶ Verify that the check stock sheets have the WATERMARK of the state seal on the back. Sometimes you have to hold the paper at an angle in the light to be able to see the watermark. Sometimes you can clearly see the watermark at a glance.
 - ▶ Verify that the VOID markings can be clearly seen on the front of the check stock only after the paper is photocopied (you can photocopy one sheet as a test).

Notify the NSB Helpdesk Immediately:

- If a damaged box or shipment is received. Sometimes the box may be damaged but the contents may be ok. Carefully inspect any problem boxes.
- If received check stock appears to be incorrect (For example, wrong color, no watermark on the back, visible void markings on the front of the check stock before photo copying, or missing void markings from the front of a photocopied sheet.).
- If any boxes are missing from the shipment (For example, your agency ordered 5 boxes, but only 3 were delivered).
- If the wrong packing slip is included in your shipment.

Storing Check Stock

Properly storing the check stock helps ensure trouble-free printing. Use the following guidelines to store check stock.

- Check stock must be kept in a locked, secured area at all times. Do not leave any check stock in the MICR printer trays when the WIC agency is closed.
- Mark on each box the date the box was received, and use the older boxes of check stock first.
- Mark each box with the type of check stock (FI or CVV) so that the correct check stock may be easily retrieved from storage.
- For best results, store the check stock according to the Source Technologies 9530 User Guide under the topic of Storing Print Media.
 - ▶ Check stock should be stored in an environment where the temperature is approximately 70°F (21°C) and the relative humidity is 40%.
 - ▶ Store cartons of paper on a level shelf, rather than directly on the floor.
 - ▶ If you store individual packages of paper out of the original carton, make sure they rest on a flat, level surface so the edges do not buckle or curl. If the curling is excessive, it can cause paper feeding or printing problems. Curling can occur after the paper has been exposed to high temperatures as it passes through the printer.
 - ▶ Do not place anything on top of the check stock paper packages.
 - ▶ Once a package (ream) has been opened, any paper left over for the day must be placed in a two (2) gallon size Ziploc bag and closed securely. This process is required so the paper is not exposed to high or low humidity producing curl on the paper. Storing paper unwrapped in humid conditions even in the paper tray, can contribute to paper curling.

 **User Note**

Humidity may also cause the paper to swell, which could cause printing problems. Paper swelling may not necessarily be visible.

- ▶ Protective wrappings on check stock should only be removed just prior to use.
- ▶ Any check stock that is found to be unusable due to humidity or other reasons, must be properly discarded.


Accountability for Unprinted / Discarded Check Stock Paper

Every person authorized to issue FI and CVVs is held accountable for the discarding of defective or incomplete sheets of check stock not utilized during the printing process. Whether shredded, torn or marked void, the paper must be mutilated in a way that the paper check stock may no longer be used.

Up to 3 FI can be printed per sheet of check stock paper. If fewer than 3 FI or CVVs are printed per sheet, a portion of the check stock paper remains blank. The blank portion of any check stock paper needs to be handled in one of the following ways:

- Verify that the word VOID has been printed across the Pay Exactly box on each unused portion of check stock and immediately discard, or



- Stamp or print the word  across the Pay Exactly box on each unprinted FI or CVV, and immediately discard, or
- Shred or tear, and then discard the unprinted portion of the check stock paper.