

Food Instrument and CVV Receipts and Preprinted Food Instruments and CVVs Logs

Food Instrument and CVV Receipts

When food instruments and Cash-Value Vouchers (CVVs) are printed, a corresponding paper receipt is also printed. Both regular WIC food instruments and Cash-Value Vouchers will print on one receipt. All printed receipts must be signed by the participant, parent, or proxy. The signature on the receipt must be dated, to indicate the date the food instruments and CVVs were received. (Reference Attachment 3)

Many local agencies choose to document proof of ID at issuance on this receipt (or Preprinted Food Instruments and CVVs log).

User Note

The issue date printed on the food instrument or CVV is not always the same as the date that the food instrument or CVV is issued. For example, this date discrepancy can occur with satellite location preprinted food instruments and CVVs. Many times these food instruments and CVVs are printed before the actual day of issuance. (Chapter 2, Section 7)

Storage of All Food Instruments and CVVs Receipts (Issued or Invalidated)

Food instrument and CVV receipts must be stored so that they are easily retrievable. A suggested method is outlined below.

- At the end of the day each WIC staff person who issues food instruments and CVVs must bundle, in numerical order, all of the signed receipts for food instruments and CVVs they issued that day.
- Secure and label each bundle of food instrument and CVV receipts. Some agencies use rubber bands to secure the bundle, and then insert a paper label with the required information. Others tape paper strips tightly around the bundle like a bank would secure a stack of paper money.
- Each label must be marked with the following:
 - ▶ date of issuance
 - ▶ beginning food instrument or CVV number
 - ▶ ending food instrument or CVV number

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- Labels or strips can be preprinted in a format which makes it easy to document the required information. A copier can be used to duplicate multiple paper labels or paper strips per page, which can then be cut to size. See Attachment 1 for an example sheet of Food Instrument and CVV Receipt labels.
- Place the labeled receipt bundles chronologically in a labeled storage box. Bundled receipts from all WIC staff persons can be added to the same box. The receipt bundles do not have to be placed in numerical order, as long as each individual bundle, by person, *is* sorted in numerical order.
- On any day that a supply of preprinted food instruments and CVVs is printed, note these food instrument numbers on the daily receipt labels when the receipts are bundled. This will account for the “break” in the numerical series of food instrument and CVV receipts.
- For ease of retrieval, the storage box should be shallow. The boxes will stack better if they are all the same type and size. An example of an appropriate storage box is a banker's box which is sized for storing checks (ex. the Econo/Stor Drawer File box produced by a company called Fellowes). Envelope boxes are also appropriate and are readily available in most agency offices.
- Careful labeling will facilitate the retrieval of food instrument and CVV receipts(s). Label each complete storage box with the:
 - ▶ beginning and ending food instrument and CVV numbers.

User Note

There may be more than one series of numbers, therefore be sure to include all beginning and ending food instrument and CVV sequences on the label.

- ▶ beginning and ending dates.
- Store all food instrument and CVV receipt boxes chronologically with the box labels in plain view.
- Secure all boxes of food instrument and CVV receipt bundles in a protected location, in order to safeguard the confidentiality of participant identification, information, and the signatures found on the food instrument and CVV receipts.
- Receipts must be retained in the WIC agency according to the records retention schedule published by the NCDHHS Controllers’ Office.
- When this schedule no longer requires retention of the food instrument and CVV receipts for a given fiscal year, they may be destroyed by a confidential method such as shredding.

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Preprinted Food Instrument and CVV Logs

When preprinted food instruments and CVVs are printed, a corresponding 8 ½ by 11 inch paper log is also printed.

- The Preprinted Food Instruments and CVVs Log lists the local WIC Program and site where the preprinted food instruments and CVVs were printed.
- The Date Printed is actually the system Issue Date, which corresponds to the Issue Day from Screen 20.
- The WIC staff must fill in the Participant name, WIC ID and date for each preprinted food instrument issued to the participant.
- The Date Issued on the log should be recorded as the Date Given (the date the food instrument was received by the participant/parent/proxy).
- The participant/parent/ proxy must sign and date the Preprinted Food Instruments and CVVs Log for each preprinted food instrument and CVV given.

Example of the Preprinted Food Instruments and CVVs Log:

| Preprinted Food Instruments and CVVs | | | | Program | Site | Date Printed | Staff |
|--------------------------------------|-------------|----|-------------|-----------|------|--------------|---------|
| | | | | 062 | 01 | 08/18/2009 | H2CI800 |
| FI # | Participant | ID | Date Issued | Signature | | Staff | |
| 28932984 | | | | | | | |
| 28932985 | | | | | | | |
| 28932986 | | | | | | | |
| 28932987 | | | | | | | |
| 28932988 | | | | | | | |
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| 28932994 | | | | | | | |
| 28932995 | | | | | | | |
| 28932996 | | | | | | | |

Storage of Preprinted Food Instruments and CVVs Logs

Instead of individual receipts, a log is printed on a sheet listing all preprinted food instrument and CVV numbers. Each time a food instrument and CVV is issued, the log is manually updated by writing in the date issued, the participant's name and the participant/ parent/ proxy's dated signature.

- Keep all completed logs numerically in a notebook or folder.
- Store the notebooks in chronological order in a secure location.
- Retain the preprinted food instruments and CVVs logs according to the records retention schedule published by the NCDHHS Controller's Office.

Refer to the WIC Program Manual for additional information regarding policy on quarterly inventory of food instruments and CVVs.