

Storing Preprinted Food Instruments and CVVs, Logs, and Invalidated Food Instruments and CVVs

Preprinted Food Instruments and CVVs

- Preprinted food instruments and Cash-Value Vouchers (CVVs) must be stored locked in a secure place and in numerical or chronological order along with the issuance logs.

Preprinted Food Instruments and CVVs Logs

- Current and active issuance logs must be kept in numerical order in a notebook or folder.
- At the end of the day, the preprinted food instruments and CVVs log/notebook must be stored in a secure location until the next time it is needed.

Invalidated Food Instruments and CVVs

- Invalidated food instruments and CVVs (replaced, voided, or unclaimed) must be stored in a secure place in chronological order of the date they were invalidated.
- Clearly mark or stamp the Pay Exactly box with the appropriate invalidation term (replaced, void, or unclaimed).
- Invalidated food instruments and CVVs must be retained in the WIC agency according to the records retention schedule published by the NCDHHS Controller's Office.
- When this schedule no longer requires retention of the invalidated food instruments and CVVs for a given fiscal year, they may be destroyed by a confidential method such as shredding.

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

Chapter 3: CHECK STOCK, FOOD INSTRUMENT/CVV, PRINTER AND PRINTER
SUPPLY ACCOUNTABILITY AND SECURITY
Section 3: STORING PREPRINTED FOOD INSTRUMENTS AND CVVS, LOGS, AND
INVALIDATED FOOD INSTRUMENTS AND CVVS

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