

## **Security of MICR Printers, Food Instruments and CVVs**

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### **Limiting Physical Access to MICR Printers**

MICR printers MUST ALWAYS be safeguarded, either by being locked securely in a room or by being actively attended by an employee authorized by the WIC director.

- MICR printers that are NOT being actively attended by authorized employees must be kept in a locked room.
- Access to the locked room must be restricted to WIC employees or designated Health Department employees who have been authorized by the WIC director.
- The door(s) to this room must be locked at all times. This applies 24 hours a day, whether the clinic is open or closed.
- This applies to both currently active printers and inactive (broken, unused or new) MICR printers.

A local WIC agency should consult with its Regional Nutrition Consultant when the WIC office area is being redesigned or a new building is being planned. RNC's should have the opportunity to review the WIC work flow setup to ensure compliance with these MICR printer security and WIC ADP security safeguards.

### **Monitoring Access to MICR Printers in an Unlocked Room**

The following safeguards are to prevent the MICR printers from being damaged, taken apart or stolen; they are also to prevent printed food instruments, CVVs, receipts, and blank check stock from being stolen:

- The person(s) attending the MICR printer(s) needs to ensure no unauthorized persons come in close proximity to the printer or to check stock.
- Printed FIs and CVVs, receipts, or blank check stock should NEVER be left unattended on MICR printers in an unlocked room.
- Remove all check stock from the printer and lock the check stock up at the close of the day. Check stock must be kept locked up at all times whenever it is not in use.
- Verify that the word VOID has been printed across the Pay Exactly box on any unprinted portion of a sheet of check stock, then immediately discard it.

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