

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective December 1, 2017

Policy CS: 25.0 (T)

Issuance of Texas WIC Cards

Purpose

To provide documentation of participation in the WIC Program, provide food benefits and access to the participant's/family's records in the MIS.

Authority

7 CFR Part 246.7

Policy

The local agency (LA) shall issue one Texas WIC Card to each new family of WIC participants.

Procedures

- I. Before a Texas WIC Card or replacement card is issued (refer to **Policies CS:05.0, CS:26.0**), the applicant shall present appropriate identification as stated in **Policy CS:05.0**.
- II. Once eligibility of a new family is determined, a Texas WIC Card is issued. The participant/parent/guardian shall receive hands-on training in the use of the card and selecting a personal identification number (PIN).
 - A. As part of the hands-on training, the participant shall select his/her personal identification number (PIN). The PIN is the participant's "signature."
 - B. The clinic staff load the benefits onto the card and the participant/parent/guardian will enter PIN to acknowledge receipt of benefits.
 - C. Staff shall provide a copy of the shopping list to participant.

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- III. LAs shall account for each WIC Lone Star Card received from the state agency and issued to participants through the inventory component of the MIS. Unissued WIC Lone Star Cards shall be kept in a secured area at the clinic/LA.

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