

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

Effective December 1, 2017

Policy No. FD: 01.0 (T)

Documentation of Food Benefits Issuance

Purpose

To provide an audit trail for food benefits issuance and to set a time frame for the use (transaction) of food benefits issuance by participants. To ensure that a record exists of food benefits issued by the local agency (LA).

Authority

7 CFR Part 246.12; Part 246.14

Policy

It is the responsibility of the LA to ensure that food benefits are correctly loaded onto the Texas WIC Card and released only after the participant's correct PIN number has been entered on the reader/writer.

Procedures

- I. Food benefits for all participants in a family shall be aggregated and loaded onto one Texas WIC Card.
- II. The participant or food benefits recipient will enter PIN number to acknowledge receipt of benefits.
- III. The participant or food benefits recipient shall receive a copy of the shopping list which lists current and/or future benefits.
- IV. The Texas WIC Cards are to be stored in a secured location at all times.
- V. Issuance of retroactive benefits is prohibited. Benefits can never be issued for an expired benefit period.