

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

Effective August 1, 2009

Policy No. FD: 11.0

Transfer of WIC Lone Star Card Inventory

Purpose

To ensure that accurate records for accountability of inventory documents are available for use by the state agency (SA) and/or auditors.

Authority

7 CFR Part 246.12

Policy

Local agency (LA) administrative sites shall transfer only unopened packages of 300 WIC Lone Star cards through the Texas WIC Information Network (WIN) system.

Procedure

- I. WIC Lone Star cards shall be transferred from one LA to another in unopened packages of 300 WIC Lone Star cards only. A bill of lading shall be electronically processed through the Texas WIN system recording the shipment/receipt of inventory between LAs for transfer of WIC Lone Star cards.
- II. An LA shall issue only unopened packages of 300 WIC Lone Star cards to clinics within the same LA. A bill of lading shall be electronically processed through the Texas WIN system recording the shipment/receipt of inventory between LA and clinic for transfer of WIC Lone Star cards.
- III. From the clinic level, only unopened packages of 300 WIC Lone Star cards may be physically and electronically transferred back to the clinic's own LA administrative site.

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- IV. From the clinic level, only unopened packages of 300 WIC Lone Star cards may be physically and electronically transferred to another clinic within the same LA.
- V. In the event an LA closes and WIC Lone Star cards remain in its inventory, all WIC Lone Star cards shall be physically (but not electronically) sent back to the SA for count verification.
- VI. Card usage records are documented by the WIN system as follows:
 - A. Bulk inventory of boxed cards are stasured as "S"hipped, "R"eceived, "M"issing, or "D"estroyed.
 - B. WIN tracks and notifies the user of available cards in the inventory. As applicable, single cards shall be stasured as "F"ailed, "M"issing, or "D"amaged.
 - C. Card inventory records are all sent via the WIN system to the state agency and recorded in the production database.

Guidelines

Refer to [Policy FD: 04.0](#) for the procedures on disposition of all unusable cards.