

Program Practice Standard: eWIC Card Management - Daily eWIC Card Stock Log

Clinic Site:

Instructions: This log is to be used any time eWIC cards are removed from locked storage for staff use. When cards are removed from locked storage, typically to be placed at a frontline employee's desk for the day, the stack being removed must be signed *out* on this log. When the remaining cards are returned to locked storage, those cards must be signed *in* on this log. When logging cards, if the check digit (last number) is omitted, the cards are in numerical order.

Date	Time (Start or End of Day)	Staff Initials	First Card Number	Last Card Number

Keep a copy of this log for review upon request