

## **Illinois WIC Program Practice Standards (PPS)**

### *eWIC Card Management*

March, 2021

Program Practice Standards are provided to assist staff in translating policy into practice. This guidance is designed to be used in conjunction with the Illinois WIC Policy and Procedure Manual Administration and Supplemental Food & Delivery sections to support ensuring security, accountability, and trackability of eWIC cards.

The logs in this PPS have been designed to document eWIC cards as follows:

#### **Unissued eWIC Card Tracking Log**

Any cards not yet issued to a household that are found to be unusable must be documented on this log.

#### **Issued eWIC Card Tracking Log**

Cards issued to a household that are in possession of the agency rather than the household must be documented on this log.

#### **Daily eWIC Card Stock Log**

Cards removed from locked storage must be signed in and out each day by the staff person responsible for these cards.

#### **eWIC Card Shipment Log**

Shipments of cards must be documented on this log immediately upon receipt.